SALTO

HAMS Connected

USER'S MANUAL

0. INTRODUCTION: 4

1. PROGRAM INSTALLATION: 6
MDAC 6
MDAC INSTALLATION ON YOUR SYSTEM 7

2. SOFTWARE OPERATORS AND COMPETENCIES. 8
OPERATORS COMPETENCIES 10

3. ADMINISTRATOR OPERATOR. 15

Guests Groups. 16

Rooms 18

Doors. 23

Zones. 30

Outputs 35

Time periods. 38

Time zones. 40

Calendars. 42

Time change. 45

Users groups 46

Users. 52
USER KEY ASSIGNMENT 57

Guest groups. 62

Programming and spare cards 63

Cancelation of a lost guest card 66

One shot key 67

Automatic key up date 68

Using PPD .Initialization 70
Initializing doors: 70

4. ADVANCED OPTIONS 75

General info 75

PPD status. 76

Encoder status. 77

Lock status. 78

Hotel 80

Accessories 81

Advanced parameters 83

AUTOMATIC BACK UP 85

On line 86

User. 86

More useful tools. 87
AUDITOR 87
BACK UP 88
COMPACT/REPAIR 89

PERIPHERAL MENU 89
MONITORING ON LINE CONTROL UNITS 90
PERIPHERAL LIST 95

5. FRONT DESK OPERATOR. 99

Check-in. New guest arrives. 99

Check-out. Guest departures. 102

Copying hotel guest keys. 103

Reading keys. 104

PPD connection. Portable programmer. 106

Audit Trail. Collecting door opening data. 107

Hotel rooms status. 110

Language. Language change. 111

Log-out. Change operator. 111

6.SALTO PMS INTERFACE CONFIGURATION 112

Introduction 112

Configuration 112

Configuration of ethernet encoders 117

0. Introduction:

SALTO HOTEL software has been developed to manage access control of hotel or residential facilities where *read-write* ID elements are used (smart cards, RW I –buttons, Proximity cards).

Using this system two main tasks can be accomplished:

- Design of the locking schedule and initialisation of the locks.

- Hotel front desk clerks can edit and program guests keys.

The ability of managing On line wall readers and up daters, it is a feature only available in the **Hams Connected** software. These functions are not supplied with the standard Hams software.

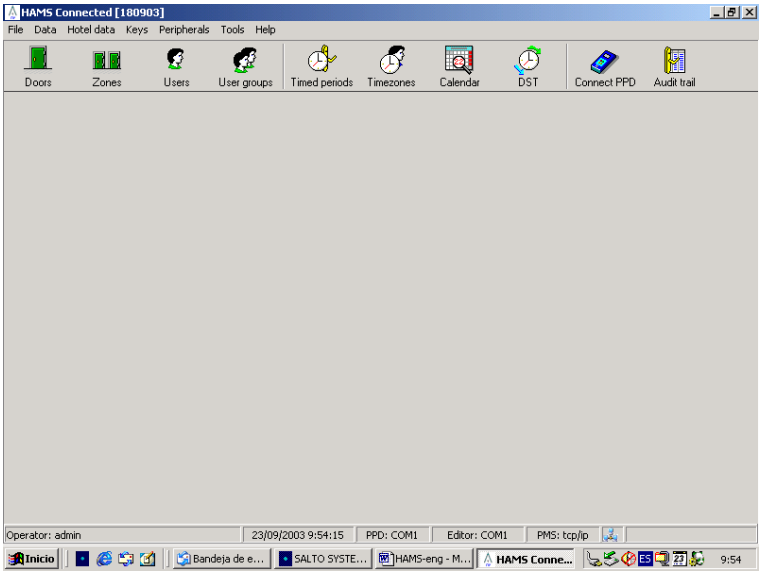


Figure 1.

Once the locking schedule has been designed, we can transfer it to every door within our facilities by PPD, a small portable programming device, which will be essential to implement the installation, and to audit doors whenever you want.

To sum up, you will need the following elements in order to manage hotel access control:

1. Salto Hams Software installed in 1 PC .
2. RW iD elements, both for hotel personnel and guests. (keys).
3. RW escutcheons for those doors with access control procedures.
4. 1 card editor. ECX000.
5. 1 portable programmer (PPDX00).

1. Program installation:

To install the software provided by SALTO, your minimum system requirement should comply with the following:

- RAM: 64MB (minimum), 128MB, (advisable).
- Hard disk available space: 50 MB. (Aprox., depends on the DB)
- Operating system: windows ,98,Millenium,2000,NT 4.0., XP.
- MDAC version 2.1 or higher.
- Pentium II processor

The CD-ROM provided by SALTO contains a wizard for easy installation that runs automatically, when you double click the “SETUP .EXE” icon. Follow the wizard instructions for installation.

WARNING**: make sure that your PC clock has the right time, and that it set correctly, since the SALTO system time will be based on your PC clock.**

Salto software allows you to work with a multiworkstation configuration, that is to say, the program can be used on different PCs simultaneously, with the same data base. The main condition being that every user is provided access with read/write privileges to the folder containing the data base. It would be preferable for the data base to be located in a server, if there is one.

MDAC

Salto RW application requires MDAC (Microsoft Data Access Components) 2.1 version or higher installed on the system. This requirement is met by the latest operating systems such as Windows 2000 or Millennium, where MDAC 2.5 is a default installed option.

However, if you have Windows ,98 or NT installed, it may not be contained. To find out, perform the following steps:

- Open RW application as administrator and select the pop-up menu *HELP/ ABOUT.*

- Then, a window with the system general information will be displayed, where you could learn the MDAC version installed on your hard disk. If you do not have this program installed or its version is lower than 2.1, then, you will need to install MDAC on your system.

MDAC INSTALLATION ON YOUR SYSTEM

SALTO installation program contains also the executable file "mdac_typ.exe", that runs MDAC 2.5 version. Before proceeding to install this, perform the following steps:

- Check that your system has no MDAC or a lower version than 2.1 already installed (see previous paragraph).

- Close all currently active applications, above all those that could use MDAC such as: Word, Excel, Access, Power Point, Internet Explorer, Outlook, etc…

- When Windows 2000 or NT installed, as a precautionary measure, log in as a user with administrator privileges.

- Double click the executable file "mdac_typ.exe" contained in the CD-ROM provided by SALTO in order to install in your hard disk 2.5 version. To localise this file, select the path: D:\Mdac\ Mdac2.5SP2\ Language\ mdac_typ.

- It is advisable to read the mdac_readme file, to obtain more information.

2. Software operators and competencies.

RW program has two aspects, depending on the user name that begins the login session. (By default, the program has two user names: **ADMIN**. for the administrator, **HOTEL** for front desk clerks.)

The first time you login the program must be opened using the administrator login.

To open the program double click the shortcut icon on the desktop.

A window like Figure 1 with 2 fields will be displayed:

User name: type **admin..** in upper case.
Password: in your first login session is not necessary to choose one.

Validate both fields by clicking the "OK" box.

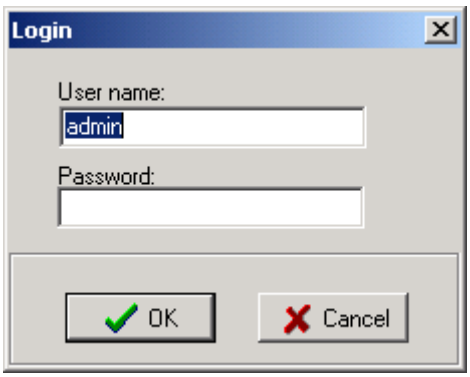


Figure.2

Since it is the first time that we have opened the program, Toolbar icons are disabled as "greyed out".

In order to activate the Toolbar, you need to name the data base that we will be using.

And assign a path and a directory in your computer.

- Click on the popup menu *FILE.*
- Select *NEW BD. option* (Figure 3.)
- A window like that of Figure 3 will display.

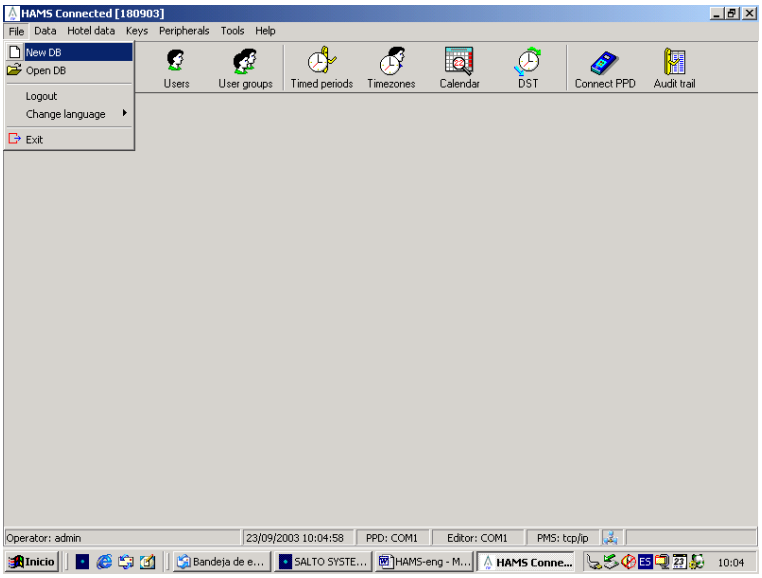


Figure 3

- Assign a name to the data base you will be dealing with, (Property name) and a directory in your hard disk (if working on multiworkstation mode, you will provide the path to the server.)

- You can write the softtware serial number in the matching field. this is a just informative purpose field.

- If the application is used in multiworkstation mode, It is important not forget the directory name where the data base will be saved, as well as doing backup copies of the data base, since the whole locking schedule is intrinsically linked to it.

- Validate data base name and location (click "OK" button)

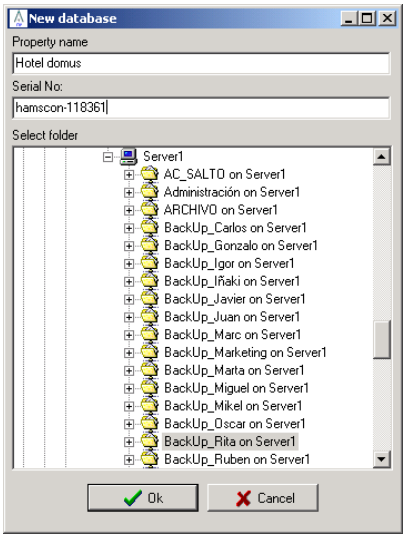


Figure 4

OPERATORS COMPETENCIES

The administrator must specify program operators and their competencies. In other words, which options of the main menu operators will be allowed to use.

The administrator could also define his own and front desk operators' program access passwords.

Go to pop-up menu TOOLS / OPERATORS AND PERMISSIONS / OPERATORS, as is shown in the Figure.

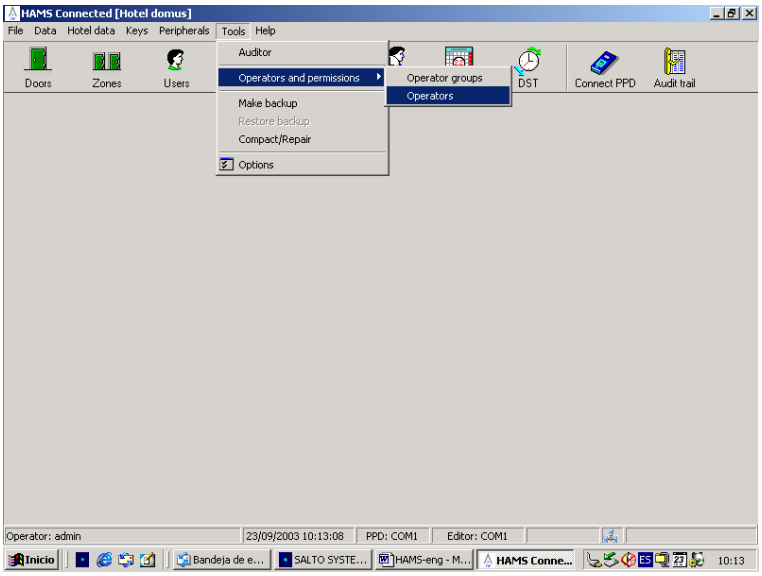


Figure 5.

By default, the system offers two operators, *admin* and *hotel*. In the following Figure you can view the Operator list, and see that each one belongs to a different group, with different competencies.

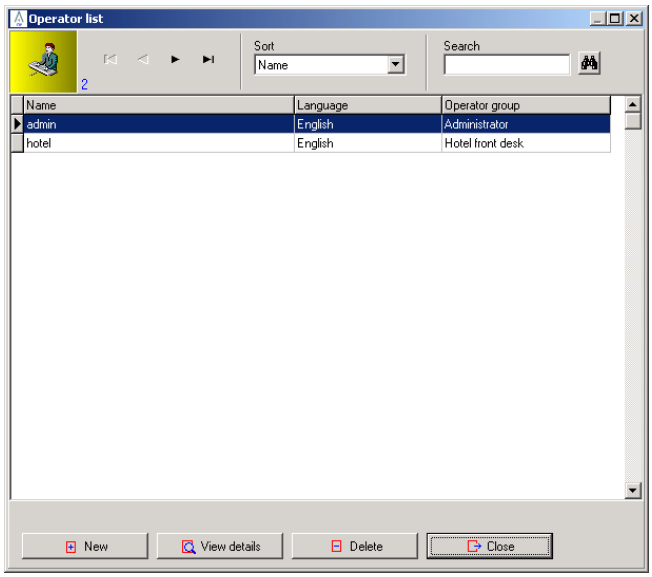


Figure 6

The 2 groups are ADMINISTRATOR and HOTEL FRONT DESK.

You will probably be required to create further front desk operators, according to the number of employees the hotel devotes to this function.

To create a new operator, click the NEW button on the bottom part of the window. A blank window will be displayed, as shown in the following Figure:

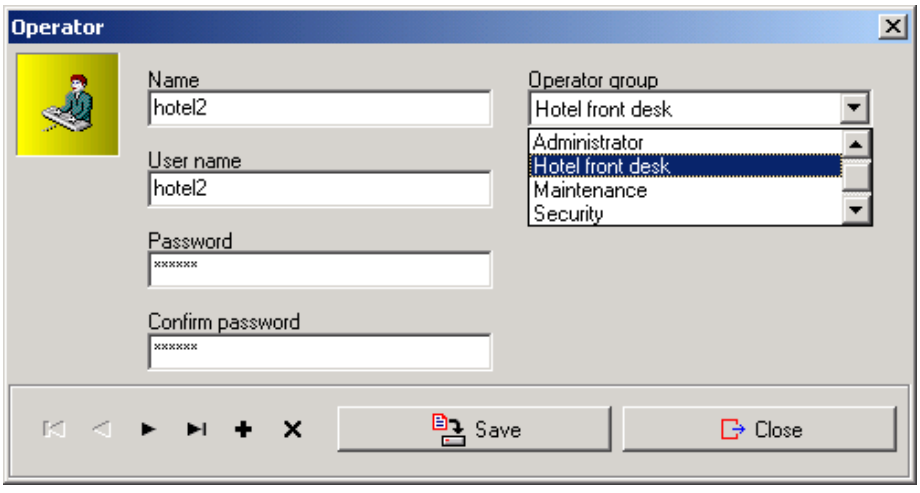


Figure 7

- You will have to write the operator's name, your user name (that is stored at the login), and a password, as well as to define which of the 4 groups the operator belongs to (in this example it is a front desk operator).

- You will have to write the password twice , and write it exactly the same both times, in order to be able to save the changes.

- The system has by default, 4 operator groups: Administrator, Hotel front desk, Maintenance and Security.

- Specify also the language this operator will use when running the application.

- Next, save changes and close the window.

- You must immediately inform the password you have just registered to the operator, since he will need it to access the application.

Follow this procedure as many times as is required for the new operators you want to create, and you will see how the operator list grows.

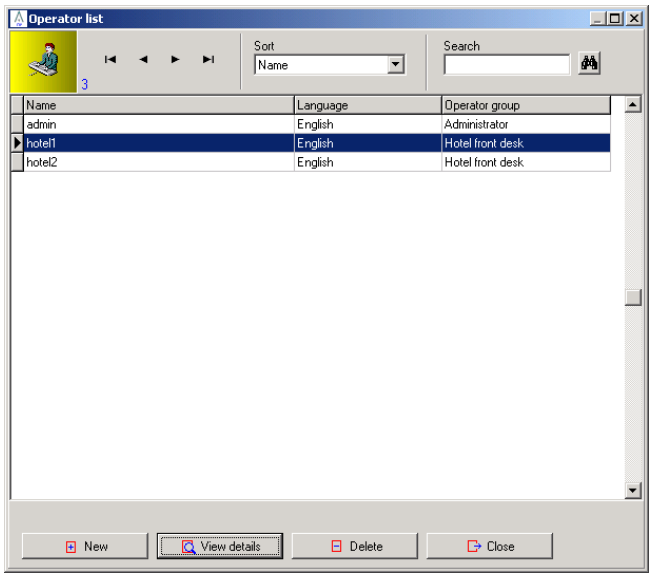


Figure 8

Once you have created the necessary new operators on your system, you may close this window and return to the TOOLS/ OPERATORS AND PERMISSIONS / OPERATORS GROUPS pull-up menu. Within this option operator competencies can be set.

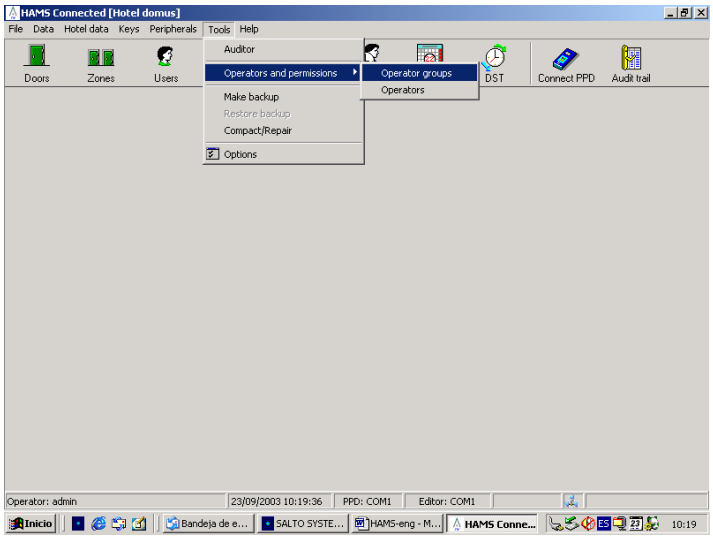


Figure 9

Operators belonging to ADMINISTRATOR group will always have access to full program menu functionality.

Operators belonging to HOTEL FRONT DESK group have a number of options enabled by default. The administrator is entitled to add more options, leave the options as they are, or delete any option he does not want them to use.

Front desk operators competencies are the set the same for all group members, all of them enjoying the same privileges.

Administrators have the ability to create further operator groups, if required.

To create a new group, click the NEW button on the bottom part of this window.

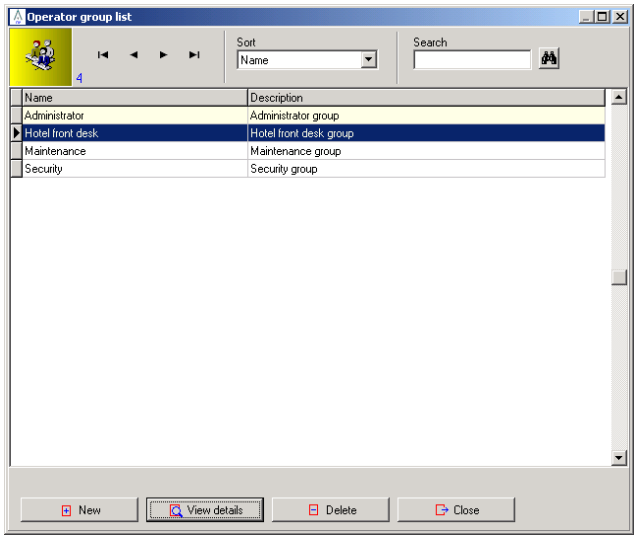


Figure 10

In order to modify competencies of an existing group, you must highlight this group in the list (the line turns blue) and click the VIEW DETAILS button.

A window like that of the Figure 11 will be displayed.

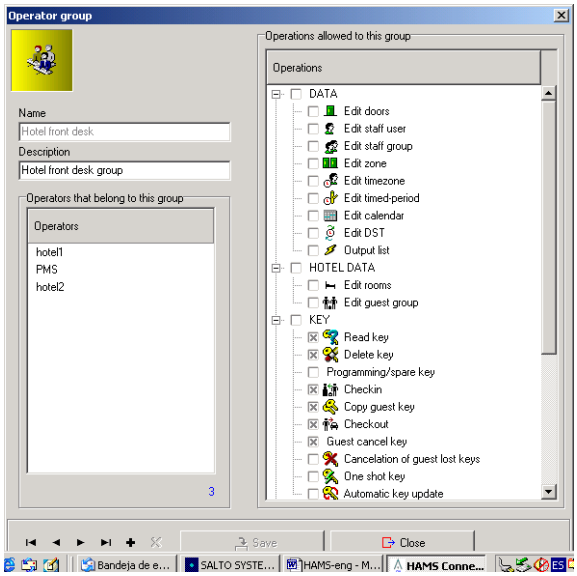


Figure 11

- From this window, the operator may add or delete program functionality, by clicking with the mouse on the “check boxes” located on the left-hand side of every option. If the option is selected, this option will appear as an enabled option for the operator handling the program.

  Were the option is left blank, it will not appear as an enabled option for the operator within this group.

- The administrator should save changes when all modifications have been completed.

3. Administrator operator.

The administrator (or administrators) is responsible to design the initial locking schedule of the building and facilities and editing cards that will allow employees access to the various zones and doors.

In this manual, with a view to explaining how this SALTO RW software is used, we have used a hypothetical locking schedule as a sample to illustrate the general procedure.

To begin with, it is important to note that almost every function of the software can be performed by clicking the icons on the Toolbar (except those related to the hotel exclusive data). Parameters can be defined along the way in any order, though it is advisable to follow the order given below:

0. **guest groups** (Hotel)
1. **rooms** (Hotel)
2. **doors**
3. **zones**
4. **outputs**
5. **time zones**
6. **time periods**
7. **calendars**
8. **time change**
9. **user groups**
10. **users and key assignment**
11. **PPD usage**

In this example we will begin by defining hotel guests rooms access. Next, we will define the remaining hotel rooms, either for hotel personnel exclusive usage or areas where guests also gain access (ie Swimming pool and Restaurant). Then, we will group doors by zones, and define the hotel staff system users. These users will then be put into groups, to save time when defining their access privileges.

It is important to bear in mind that users cannot be mixed with guests. Users are members of hotel personnel (staff), while guests are people temporarily staying at the hotel, constantly changing.

It is also compulsory to define time periods, time zones and calendars, before proceeding to PPD initiation of the doors. (except for On line doors , which can be initialized from the control PC straight).

Guests Groups.

Before defining guests rooms access, it is essential that you define one or several guests groups:

This will enable us to discriminate hotel guests according to their privileges of access.

Go to HOTEL DATA pop-down menu, and select GUESTS GROUPS option, next a window like that in the Figure will be displayed:

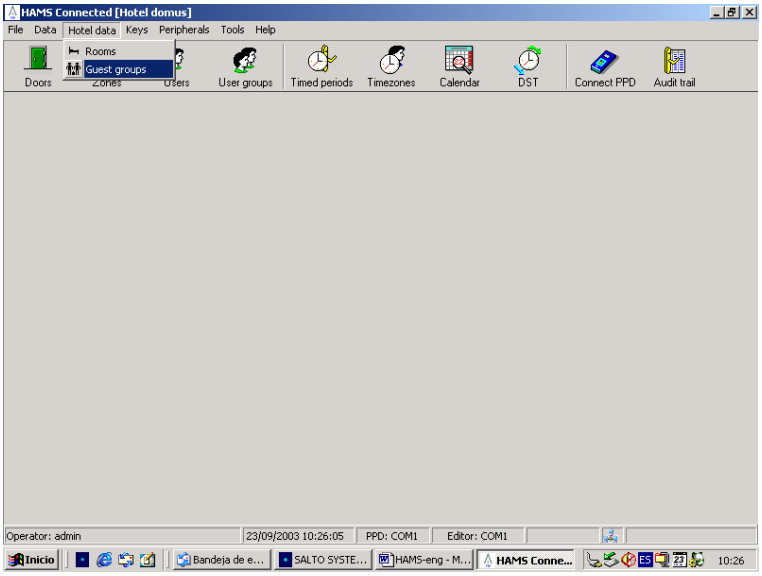


Figure 12

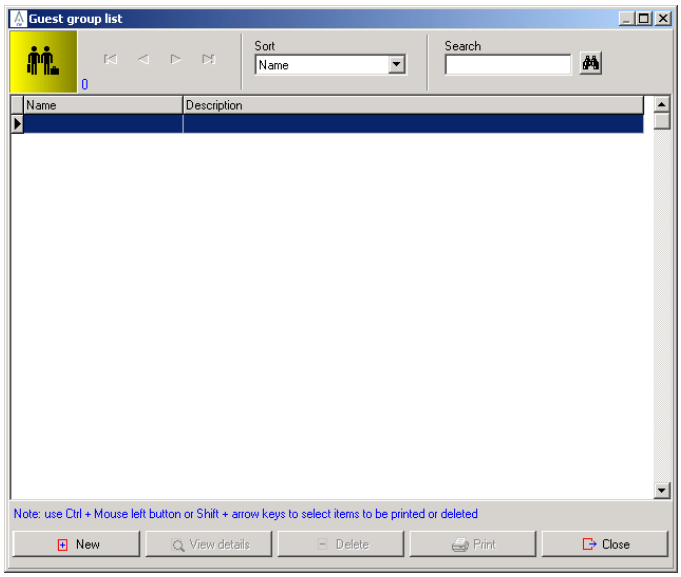


Figure 13

Click the NEW button in order to define the first guests group.

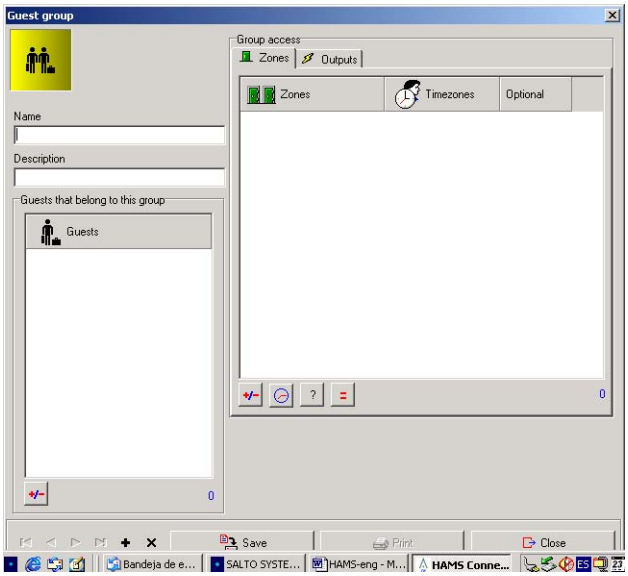


Figure 14

So far now, it is enough to write the guests group name. The other fields of this window will be used later in this manual. Save changes and close the window. Follow this procedure to create more guests groups.

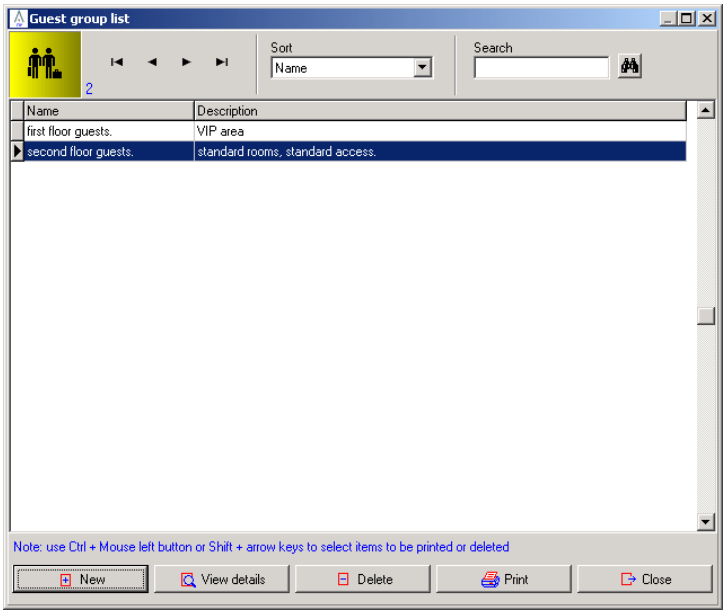
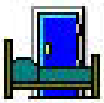


Figure 15

The PRINT button can be used to obtain a hardcopy report from the guest group list. You can select between printing all of the guest group list or only the details relating to one particular guest group.

This option is more useful when the database is completely designed so you can see all related information in the report.



Rooms

At this point, we should have already defined hotel guests groups and closed the guests groups list window. Now go to the HOTEL DATA pull-down menu and click the ROOMS option. A window like the one shown next will be displayed, which corresponds to the room list. Since it is the first time it has been opened, the list is empty.

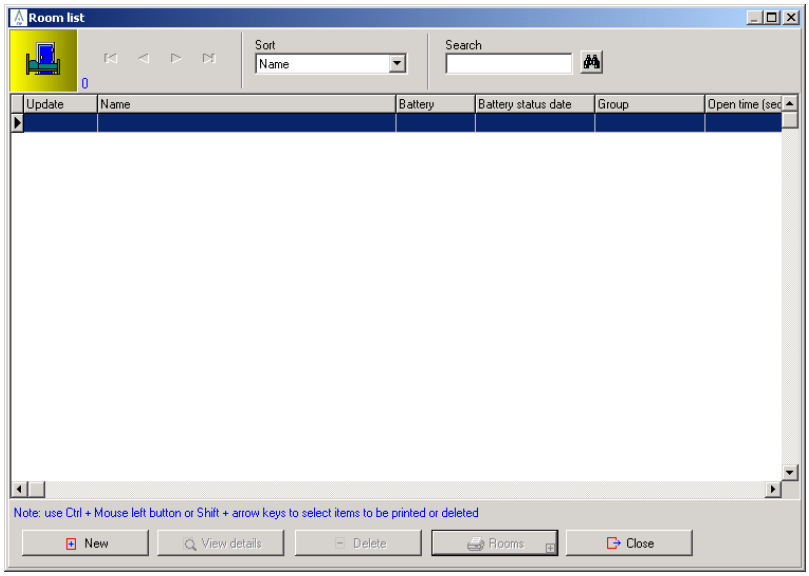


Figure 16

Move the mouse over the bottom left-hand side button, called NEW , to define the first hotel room.

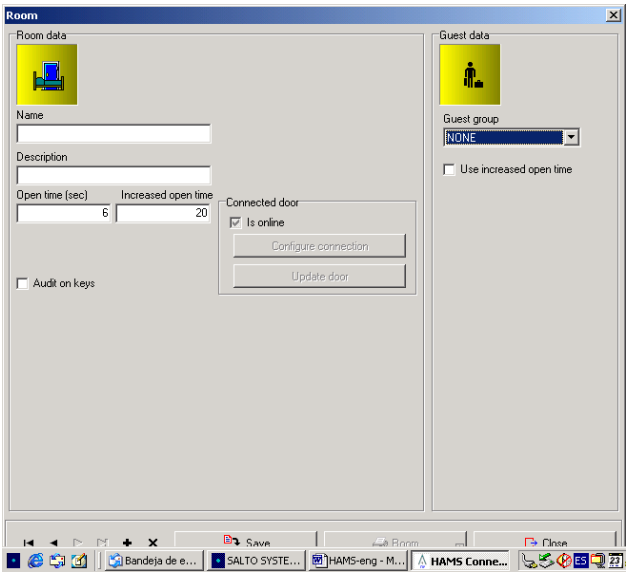


Figure 17

- In the first space, write the room number (or room name).
- In the box that says OPEN TIME you will notice that it has a time value by default of 6 seconds. You may modify this value to increase or decrease it. INCREASED OPEN TIME is the open time value for handicapped or “hands

full" people. By default, the time value is 20 seconds, although again it may be increased or decreased.

- The box titled CONNECTED DOOR will only be used if the room has a On line wall reader instead of an escutcheon. In this case, we have to tick the check box IS ON LINE and use the button CONFIGURE CONNECTION to give it an IP address and initialize it at the same time.

- On the right-hand side column you may view the groups list. You should select one of the guest groups from those previously defined.

- If the room has facilities for handicapped people, we will tick off USE INCREASED OPEN TIME. With this option selected there will be an increase in the time in which the lock opening is delayed, after inserting any card key.

- The AUDIT ON KEY check box can be marked if we want the escutcheon to record the opening events on staff keys. You need to enable this feature on both escutcheons and keys, (users).

- Finally we can save the changes and we may go on to define other rooms, following the same procedure.

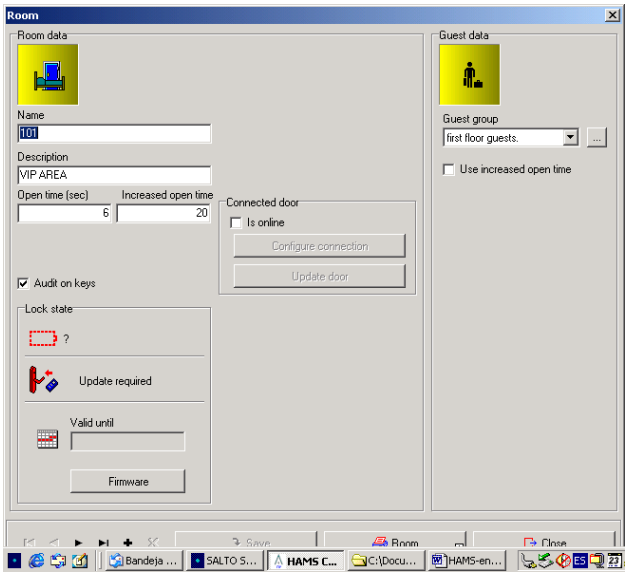
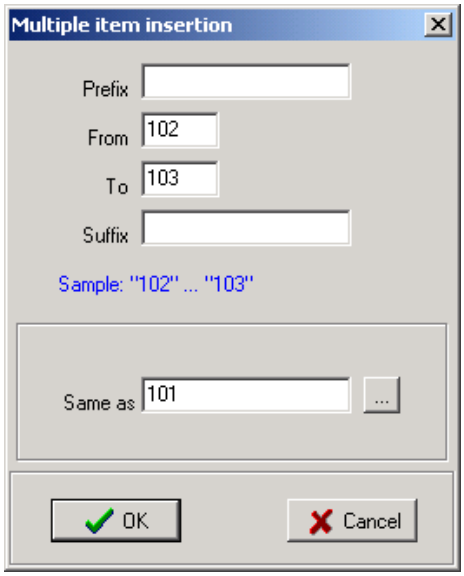


Figure 18

If several rooms share some given characteristics, you can create several rooms at a time. To do this, press CTRL button of your

PC keyboard whilst clicking on the NEW button of the application (once you are on the ROOMS LIST window)



In this instance, we are about to create the remaining rooms of the hotel first floor.

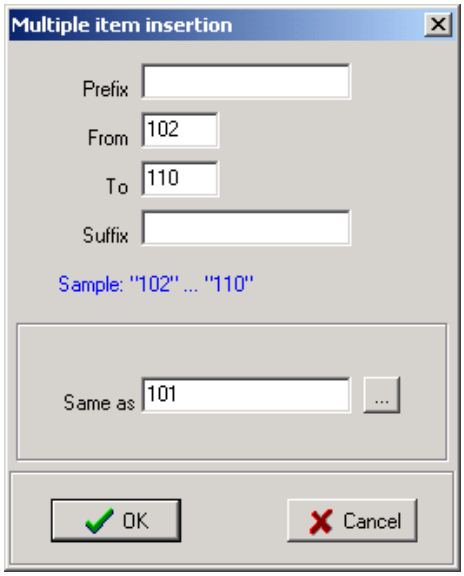


Figure 19

You must complete the FROM (first room number to be inserted) and TO (last room number to be inserted) boxes. It is not essential to fill in SUFIX and PREFIX fields. SAME AS field allows you to assign the same characteristics of the first room created to the room numbers inserted here.

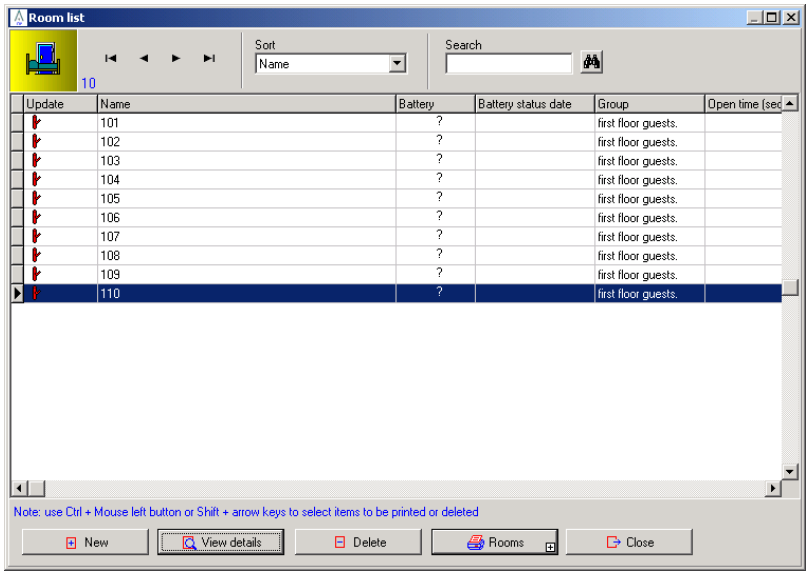


Figure 20

If we follow the same procedure explained above, we can create the second floor hotel rooms, assigning the second guests group to them.

The list we will finally obtain should look similar to the one below.

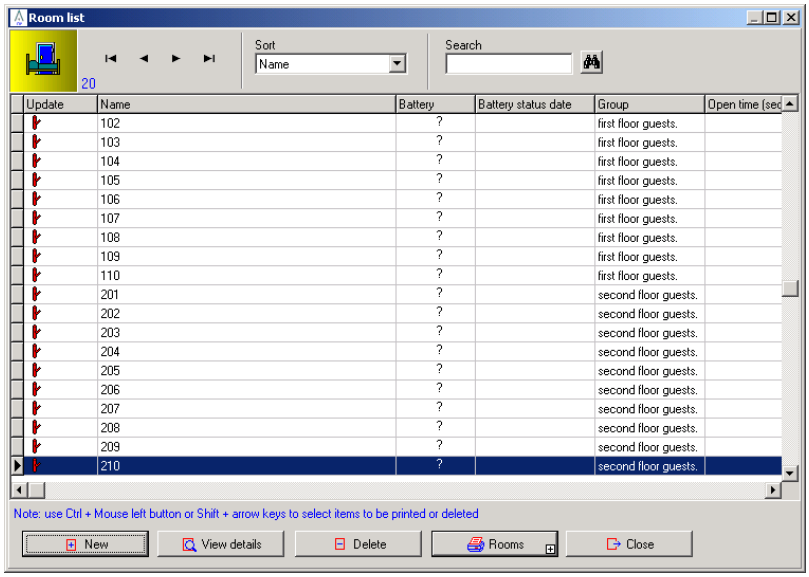


Figure 21

The button ROOMS can be used to obtain a hardcopy report from the room list.

You can select between printing the room features that relate to the user (staff) access (as if it was a standard door) or printing the room features relating to the customers rights (as a guest). To select between these two options, click on the little + symbol in the lower right corner of the button.

Doors.

Using this menu option we will create the access control for the users doors (electronic locks and wall readers alike), excluding the guests rooms.

Firstly, move the mouse over the Toolbar icon representing doors.

If it is the first time we open this option, the door list will be empty.

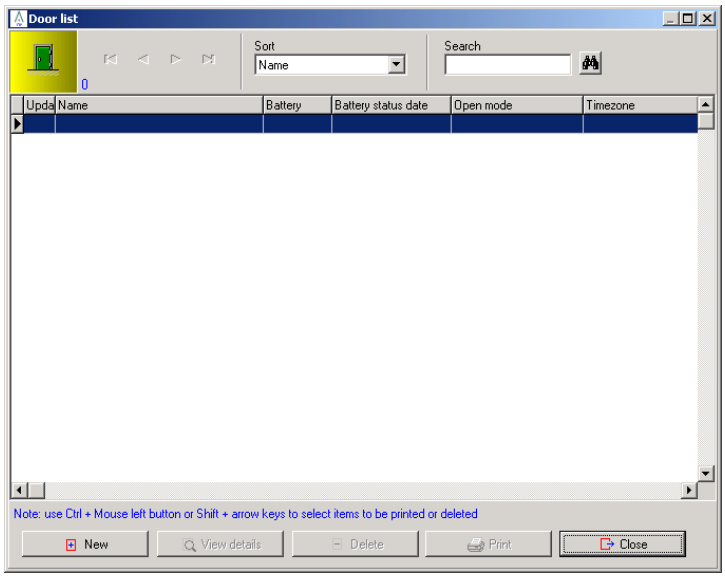


Figure 22

- Click on the NEW button to add the first door to the list.
- In the pop-up window that will be displayed, we will view the fields we will fill in. (Except that of users, which cannot be specified as they have not been defined yet)
- Write the name of the first door.

- You can write a description for the door , if the name is no representative enough.

Next, we set the characteristics for this door:

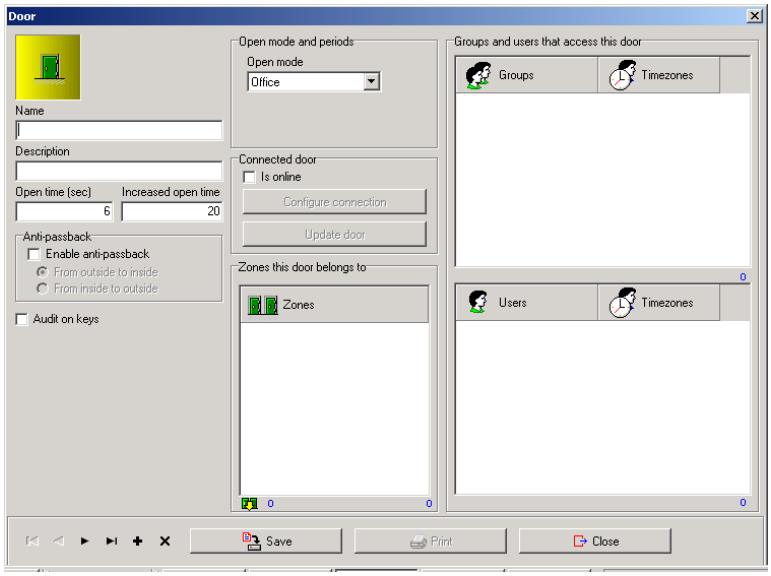


Figure 23

- The OPEN TIME field determines the time passed from the moment a user opens a door until the electronic system locks it again. By default, this time value is 10 seconds.

- The INCREASED OPEN TIME field determines an extended open time, especially designed for handicapped or “hands full” people. This time the value is 20 seconds, by default.

- The OPEN MODE field determines the electronic locks working mode. It can be chosen from the several available:

1. **Standard mode:** the lock will only open if you use an authorised card, within its allowed time zones.

2. **Office mode:** the lock will be opened for any user who wishes to gain access. It is not essential to have an authorised card key. In order to enable this operation mode, it is necessary to insert an authorised key card on the slot while we keep the inner handle pressed down. If you want to disable the office mode, repeat this procedure.

3. **Timed office mode:** It is the same as the operation mode in the previous example, except for a difference that lies in the fact that the office mode can only be enabled within a given time framework, called a PERIOD. Note that the lock will automatically revert to the Standard mode at the end time period. If you choose this mode, you will need to assign one of the opening periods available. Next, you will have to define a period, using the PERIOD tool, from the Toolbar. (As detailed later).

4. **Automatic opening mode:** Quite similar to the previous mode, but the door can switch to and from office mode automatically, without any manual user operation. In this mode it is also necessary to set a time period (defined with the PERIOD tool).

5. **Toggle:** In this mode, presenting a valid user key will set the door in office mode, without needing to hold down the inner handle. The next valid key presented will cancel office mode. This will continue “toggling” the office setting on presentation of each valid user key.

6. **Timed toggle:** This mode works in the same way as Toggle above, with the difference that, you can only toggle the door within a set TIME PERIOD.

7. **Automatic opening + office:** The same as “automatic opening “ mode except for the fact that out of the opening periods , the escutcheon can be left in office mode by a user with this attribute enabled.

8. **Keypad only:** this working mode can be only selected for wall readers, never for an escutcheon. The door can be opened by just typing a valid code on its keypad , at any time. This code is defined in the door detail window.

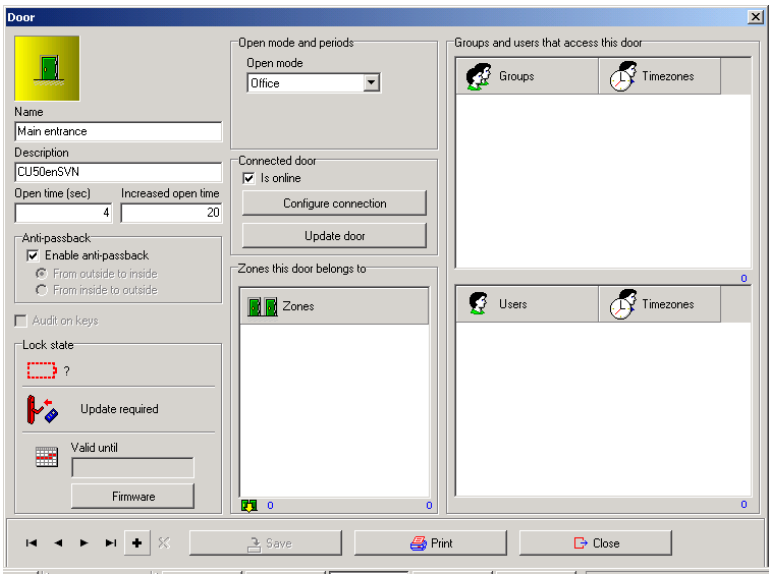
9. **Timed keypad:** same as the previous mode except that the code is only used into a specific time interval (period) . Out of the period, we can open the door with the key.

10. **Key + PIN:** this working mode can be only selected for wall readers, never for an escutcheon. The door demands 2 conditions in order to open: a valid key and a valid PIN typed in the keypad. This PIN is defined in the user detail window. (later).

11. **Key + timed PIN:** same as the previous mode except that the keypad is only active during a specific time interval (period). Out of the period, it is enough with using the key to open the door.

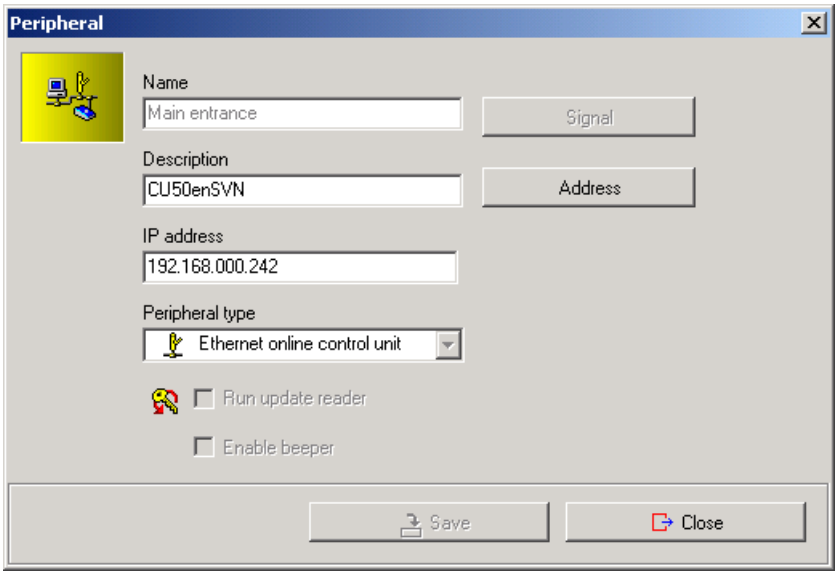
- The box called ZONES shows the door group that the door we are currently defining belongs to. This box will remain blank until the zones are defined.
- ANTI PASS BACK: Anti pass back is the fact that a user is not able to enter again through the same door twice until he has gone out by the exit. (or until a specific delay time has gone by). This is a protection against different people try to enter with the same user key.
- In the salto access control it is also possible to get the anti passback feature with off line doors.The anti pass back feature is something that is written in the user card.
- The ANTI PASS BACK check box has to be marked if we want anti pass back control on this door. If the door is a On line one, it is supposed that there are an entrance wall reader and an exit wall reader . But if the door is not on line, then it is necessary to select the direction of the anti pass back control – from outside to inside – or from inside to outside-.
- In order to get the anti pass back function working , it is also necessary to select this option for the user , in the user access profile. (user list). We can define the anti pass back delay time in TOOLS/OPTIONS/LOCK.
- The AUDIT ON KEYS check box can be marked if we want the escutcheon to record the opening events on the staff keys. You need to enable this feature on both escutcheons and keys (users).
- On line features are only available in the Hams software connected. Not in the standard Hams software.

1. If the door is a wall reader with On line control unit (CU50EN, CU50ENSVN) then, you have to mark the check box IS ON LINE. The CONFIGURE CONNECTION BUTTON is used to assign an IP address to this device and initialize it at the same time.
2. The UPDATE DOOR button can be used to transmit new information to this On line door when changes are made.

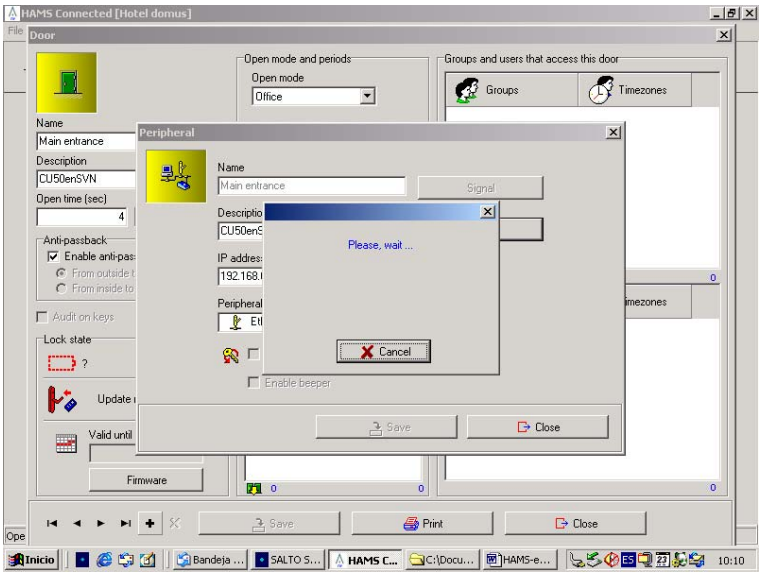


The CONFIGURE CONNECTION button and the UPDATE DOOR button won´t be enabled until you save the changes for this window. Now, we are going to initialize this door as it is a On line one:

- Press the CONFIGURE CONNECTION BUTTON.
- You will get a window like the following:



- It is necessary to write the IP address we are going to assign to this device in our local area network. Then save the changes.



- Consult your LAN administrator if you are not sure about which is the IP address we should give to this control unit. Then someone has to press the CLR button in the control unit circuit during several seconds until the LED starts blinking in the CU. In that moment, you have to press the ADDRESS button in the software.

- If you do not get an error message , it is assumed that the IP address has been assigned properly. Also, the device has been initialized at the same time.

- The SIGNAL button can be used with Ethernet encoders but not with wall readers. It makes the encoder to beep and blink for a while.

- On line devices can be created from the door list or from the PERIPHERAL LIST , the result is the same for wall readers. (Ethernet encoders can only be created from PERIPHERAL LIST).

- We can go creating more doors for the DOOR LIST , no matters if they are On line doors or off line devices.

- In the bottom left-hand side of the window there are some scroll arrows that will pass us from the previous door to the door immediately after (< >) or rather, move to the first or last door of the list.

- On the right-hand side of the window there is a box called THIS DOOR IS BEING ACCESSED BY... USERS. Here there will appear those users with access rights to this door, after we have set the users.

- The box called THIS DOOR IS BEING ACCESSED BY...GROUPS, will also present the user groups with access rights to this door, once the user groups have been defined (Later in this manual).

- Once we have completed the door definition, we can save the changes and define the rest of the doors the button +.

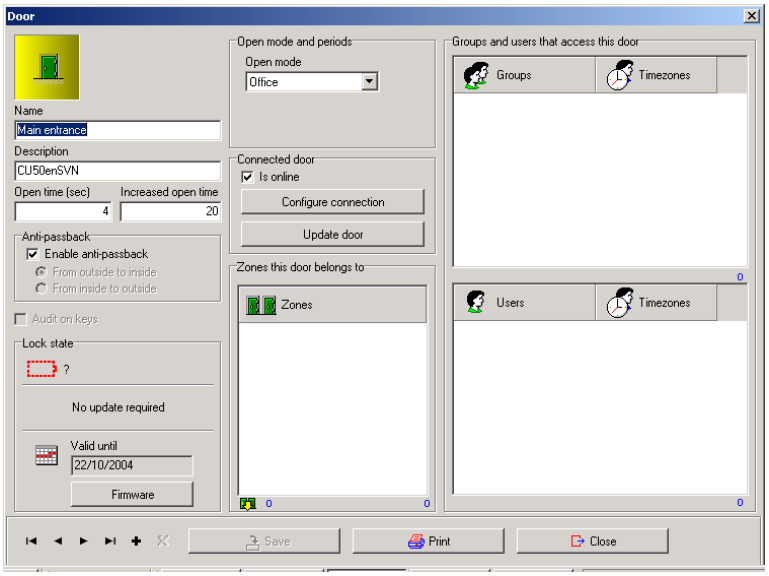


Figure 24

When you complete the door definition, you can obtain a door list like the following:

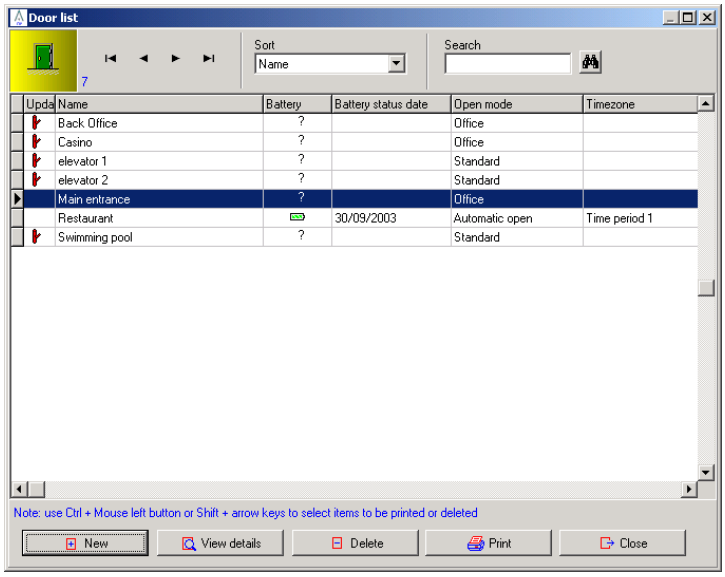


Figure 25

- When we have this window active, and want to view the characteristics of a particular door, we just have to select this door in the list and click on the *VIEW DETAILS* button.

- If, by mistake, we have written a door in the list that should not appear, we must simply select it and click on the *DELETE* button.

- The field BATTERY shows the battery level , once the PPD has been connected back to the PC after the first initializing procedure. Now, this information is not available yet.

- The field BATTERY STATUS DATE shows the date of the last PPD connection which supplied this information to the PC. So, the battery level shown is only real when this date is recient.

- A box on the upper part of the list called SORT can be used to re sort the list order. If you click here, you can change the order in which the doors will appear, so that they appear in order by name or by battery status, or by open mode.

- The PRINT button can be used to obtain a hardcopy report from the door list. You can select between printing all of the door list or just the details that relate to one particular door.

Zones.

In this section we will explain how to use the zone list. Zones being defined as a group of doors that have been grouped for reasons of practicality, for instance, the doors located on the first floor, on the second floor, etc.

Do not forget to take into account that in order for a guest to have access to any non guest room doors apart from the guests room, you must include that door into a zone (one door can be a zone).

On the Toolbar, click on the *ZONES* icon and you will be shown a window like the one below:

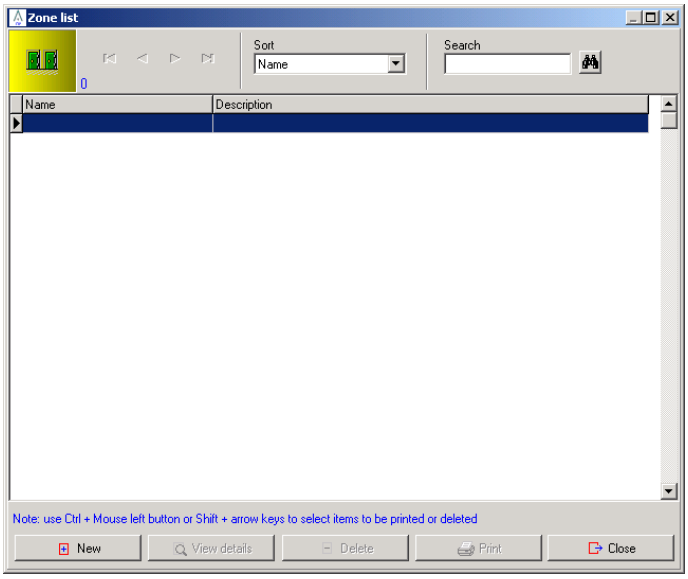


Figure 26

- Click on the *NEW* button in order to create the first zone of the list.

- A blank window like this will be displayed:

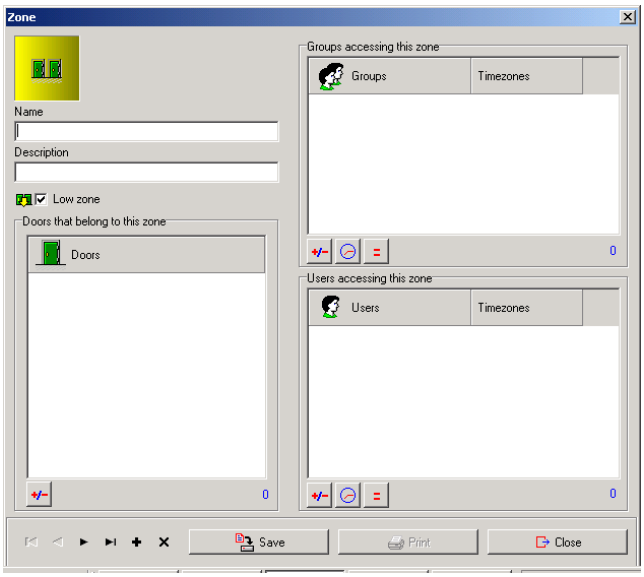


Figure 27

- Firstly, type a zone name.

- In the field DESCRIPTION you may type an explanation on what basis you have gathered together these doors.

- The check box LOW ZONE should not be modified unless our locking plan needs more than 96 different zones. Zones are classified as low or high according to the way zone information is stored on escutcheons. You are allowed to create up to 96 low zones and 1024 high zones. Once this check box has been modified and changes saved , it is not possible to modify it again. From the escutcheon point of view , you can make a given door belong to a maximum number of 96 low zones , but only 20 of high zones.

- The box called DOORS BELONGING TO THIS ZONE is used to list all doors within the zone. Move the mouse over the +/- button to view the doors list and pick up those that you want to belong to this zone.

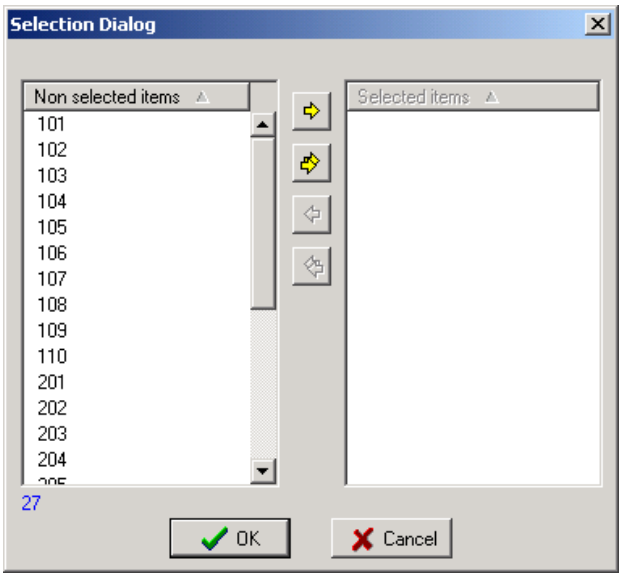


Figure 28

- Move the mouse over the door you want to select to include in this zone group, and then, click on the yellow arrow that points at the right column.

- The door selected will appear on the right-hand side column as an integral part of the zone.

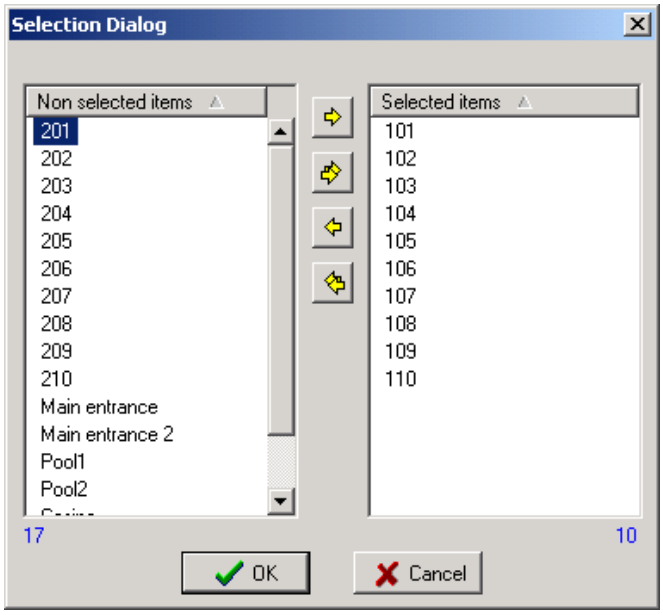


Figure 29

- Repeat this operation as many times as doors you want to incorporate to this zone.

- When you fill up the right-hand side column with the doors required in this zone, click on the OK button.

- At this point, the doors belonging to this zone will be shown in the bottom left-hand side box, within the zone detail window.

- The tag called ACESSED BY,,, USERS is left blank since we have not yet defined users. Once we have defined them, we would use this box to specify which users will have access to this zone (and on what time zone basis)

- The tag called ACCESSED BY... GROUPS works similarly to users, except for the fact that instead of assigning accesses to the zone individually, accesses are assigned collectively, as a group. This saves time. With this feature, we can grant access to some of the guests groups we have previously created. But be careful, since the **program does not allow a guest group to access a zone which contains a *room*** (a guest is allowed to enter its own room, but never anybody else's room).

- When you have filled in all the fields of this zone detail window, save the changes.

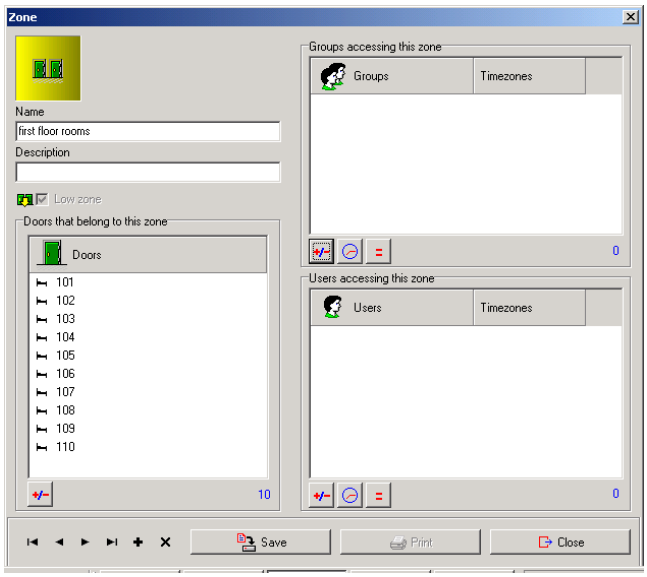


Figure 30

- If you click on the + button, you go on to the next detail window, and thus, you can define the whole set of zones for our installation.

In the following example, a zone comprises of 1 door that gives access to the swimming pool. It is necessary to create zones including the door which is going to be acceessed by guests.

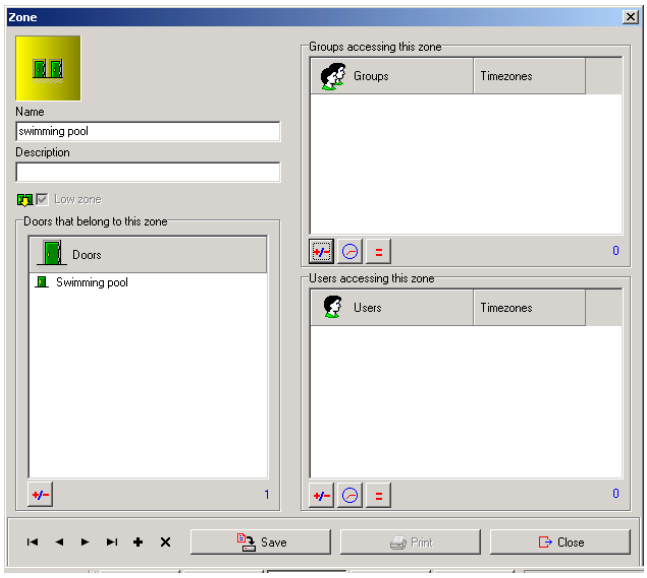


Figure 31

- Finally, we would have a zone list like the one shown below:

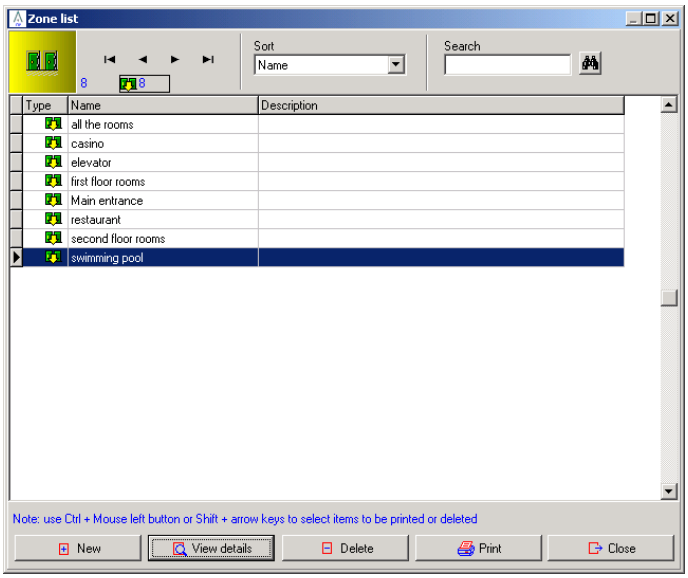


Figure 32

- Should we have created a zone by mistake, you will only have to select it with the mouse and click on the DELETE button.

- If, after we have saved changes, we want to view a zones details from the list, you only have to select it with the mouse and click on the VIEW DETAILS button.

- Should we want to select a zone from the list without the mouse, we can also use the scroll arrows located on the upper right-hand side of this window <> , to move forward to the next element of the list, to move back, or also, to go directly to he first or to the last elements of the list.

- The box called SORT BY is used to sort the zones list alphabetically, by zone name, or by zone description.

- The PRINT button can be used to obtain a hardcopy report from the zone list. You can select between printing all of the zone list or only the details that relate to one particular zone.

Outputs

It is posible that one control unit is connected to a relay extensión board, so one allowed user will be able to activate only one or several relays, for example, in an elevator. In our example, guests

in second floor will be able to go to second floor using the elevator (and also ground level) but they won´t be able to go to first floor using the elevator.

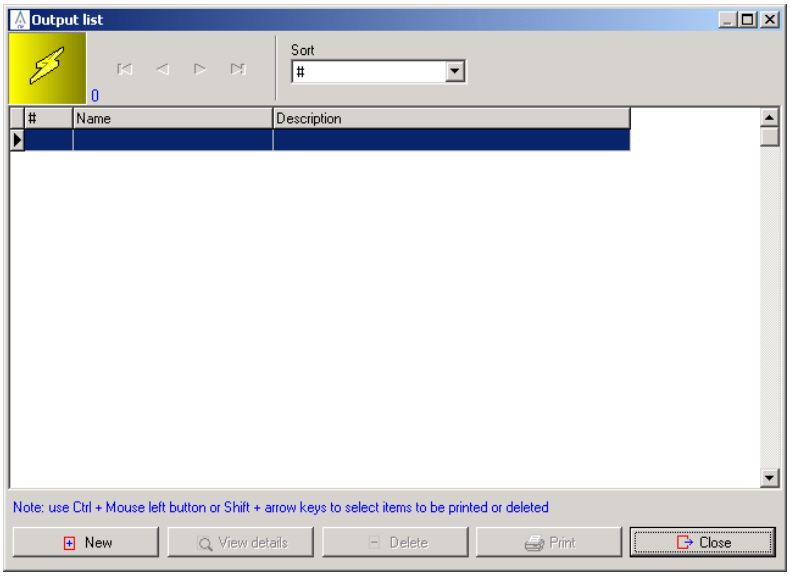
In our example, we have also 2 elevators , but they give access to the same areas , so the outputs relating every elevator , are the same, Output 1= first floor, Output 2= second floor. Output 3= ground level.

We have to create so many outputs as relays the extension board is going to control , and then these outputs can be assigned to users and guest groups , in the same way zones are assigned. It is very important to have into account the fact that in order a user is able to activate one relay, he needs to activate first the wall reader which is linked to this relay extension board.

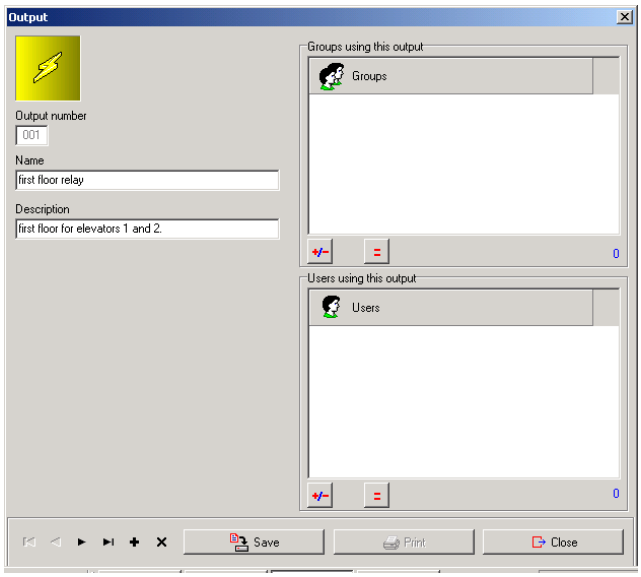
In our example, we are going to create 3 outputs , for the relay extension board.

The first output will be the first floor (for elevators 1 and 2) and the second output will be the second floor (for elevators 1 and 2). There is a wall reader mounted into every elevator cabin.

So, let´s go to DATA/OUTPUT LIST:

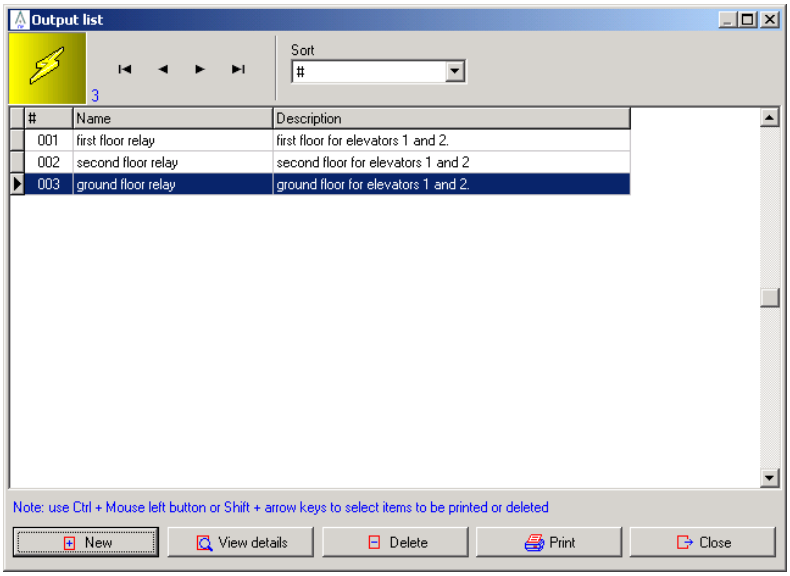


Here, we can define the different relays in the relay extension board and explain the use of that relay.



it is very important to remember the numbers assigned to every relay , as the number (output number 1) matches fisically the first relay , in the relay extension board. We can write the name and description , and then save changes.

We can go creating outputs until the output list is complete.


Output list
Sort
#
3
Name Description
001 first floor relay first floor for elevators 1 and 2.
002 second floor relay second floor for elevators 1 and 2
003 ground floor relay ground floor for elevators 1 and 2.
Note: use Ctrl + Mouse left button or Shift + arrow keys to select items to be printed or deleted
New
View details
Delete
Print
Close

Then, these outputs will be assigned to users and guest groups in the same way we can assign zones. It is very important not to forget to assign to these users , the elevator wall readers , as a door. So, they will be able to command the outputs linked to these wall readers.

Time periods.

Time periods are time intervals associated to the electronic locks (unlike time zones that are associated to people). A time period determines the time intervals at which a lock will operate in a special mode – timed office mode, automatic opening mode-.

If at the time you performed the door definitions, you selected a timed operating mode for any of these doors, you will have to use time periods to define the period assigned to that door.

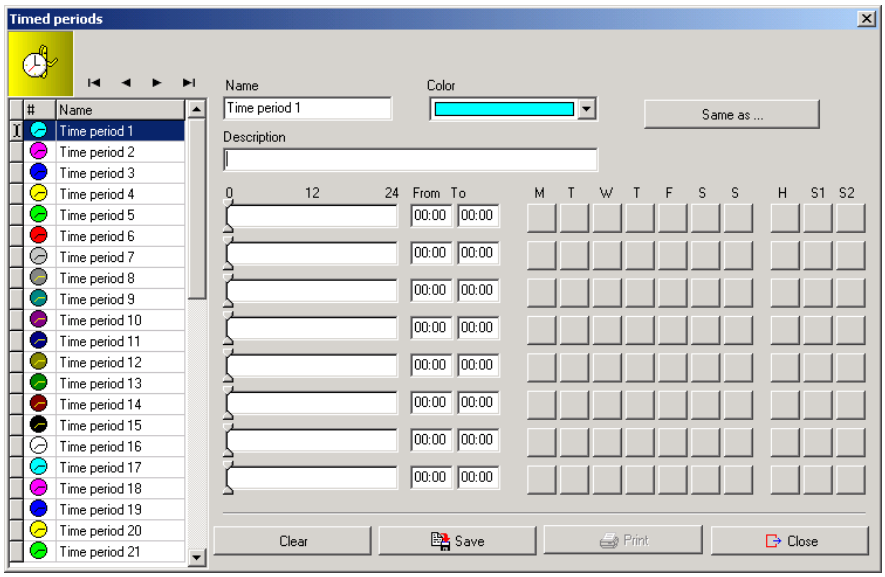


Figure 33

- Click on the time period icon on the Toolbar. A window like the one shown in the previous figure will be displayed.
- Name the Time period and assign it a distinctive colour.
- Within the description field, it is rather useful to describe the doors that belong to the time period we are about to define.

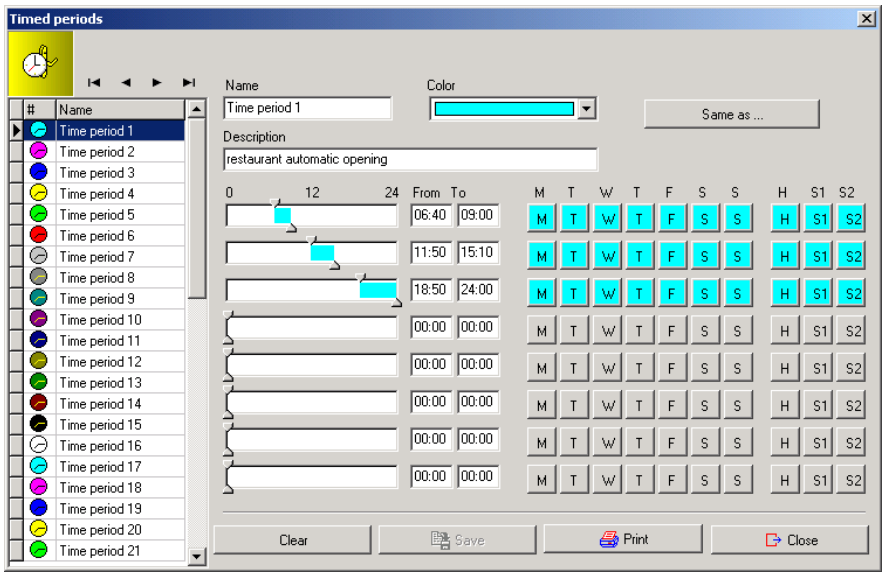


Figure 34

- The time period is defined using the mouse. Click with the mouse on the upper triangular slider and drag it to the desired interval beginning time.

- Click with the mouse over the lower slider to set the time interval end. Maximum time accuracy is 10 minutes.

- Afterwards, you will have to specify on which week days this period is going to be applicable. You can also adjust if it is to operate on public holidays or special holidays (these buttons relate to calendar 0, as this is where public holidays and special holidays for time periods are defined)

- The system applies the period to every weekday, by default.

- If the time period we are defining contains several time subintervals, we will use the number of lines necessary to define it.

- When you have finished defining a time period, save changes and you can then go on to define more periods for the system.

- The PRINT button can be used to obtain a hardcopy report for the time period list. You can select between printing all of the list or only the details that relate to one particular period.

- Do not forget to assign the time period to its corresponding door, if you have not assigned it previously. In order to do so, go to DOORS and choose the door that requires a time period. Click on the VIEW DETAILS button and you will see the list of periods that you previously defined. Select the time period applicable to this door and save changes.

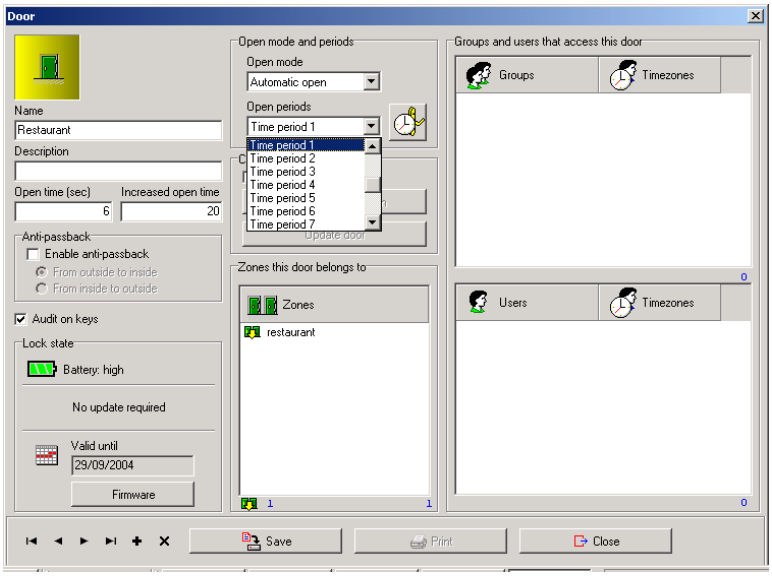


Figure 35

Time zones.

Time zones are time intervals to which people belong (unlike time periods that belong to doors). A Time zone is the interval of time in which a user has access to a particular door or zone.

- To define time zones, click on the TIME ZONE icon on the Toolbar.

- A blank window like the one below will be displayed.

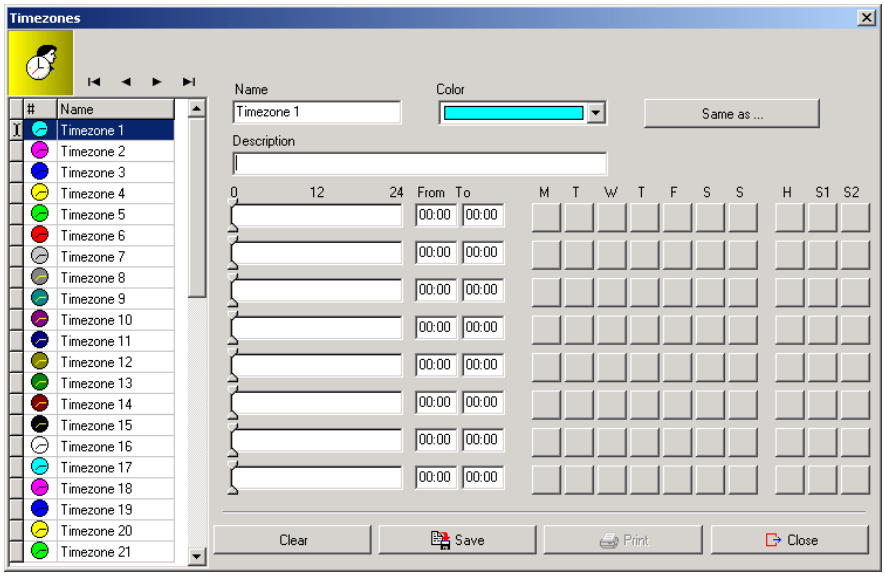


Figure 36

- Type the first time zone name and assign it a colour.
- Within the description field, it is very useful to type the name or names of people that this time zone belongs to.
- In order to define this time zone, we must follow the same procedure as in time periods, as explained in the preceding section.
- Remember to specify on which week days the time zone will be effective, as well as whether that time zone will be effective on public holidays or special holidays. You just have to highlight off the corresponding check boxes with the mouse, if you do not want the time zone to be operative on that day.
- Once time zone definition is completed, save changes and go on to define further time zones for other users or user groups.
- You can use the PRINT button to obtain a hardcopy report from the timezone list. You can select between printing all of the timezone list or only the details that relate to one particular timezone.

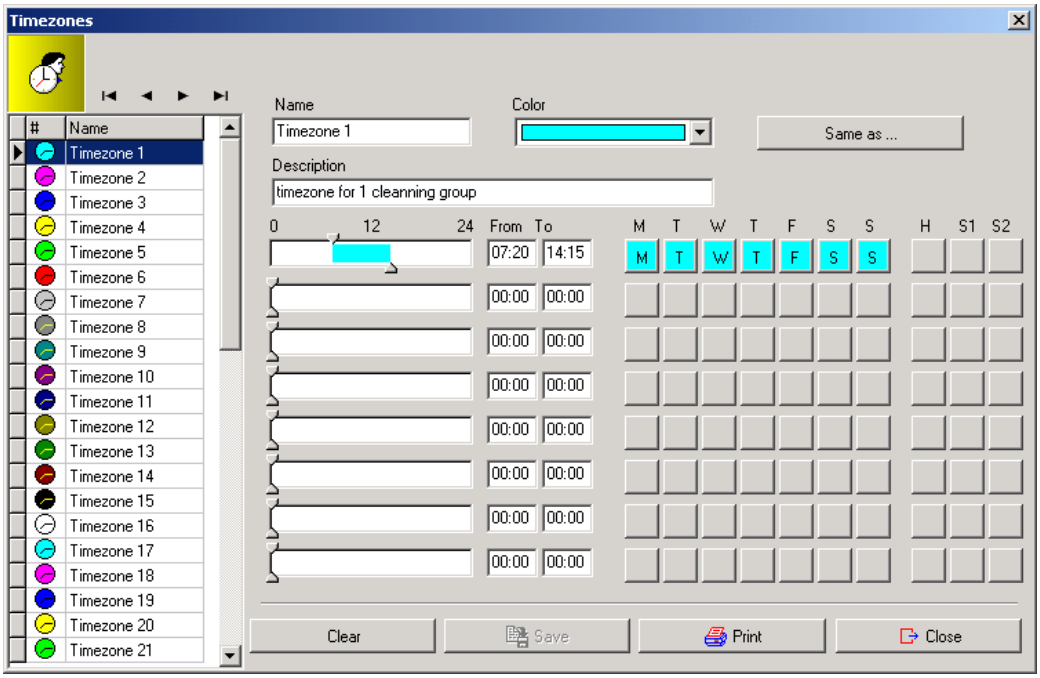


Figure 37

- Remember to assign the time zones to users or users group, as is detailed later in the user and users groups definition section.

Calendars.

- It is essential to define calendars within our locking schedule for two main reasons:

- Calendar 0 is used by the electronic locks when they operate in timed mode (timed office mode, automatic opening mode) so as to define on which days their periods are to be applied. This is also the calendar assigned to users without expiration date in their keys.

- The remaining calendars are for users, to define on which days their access time zones are applicable.

To define our calendars, you just have to click on the calendar icon on the Toolbar.

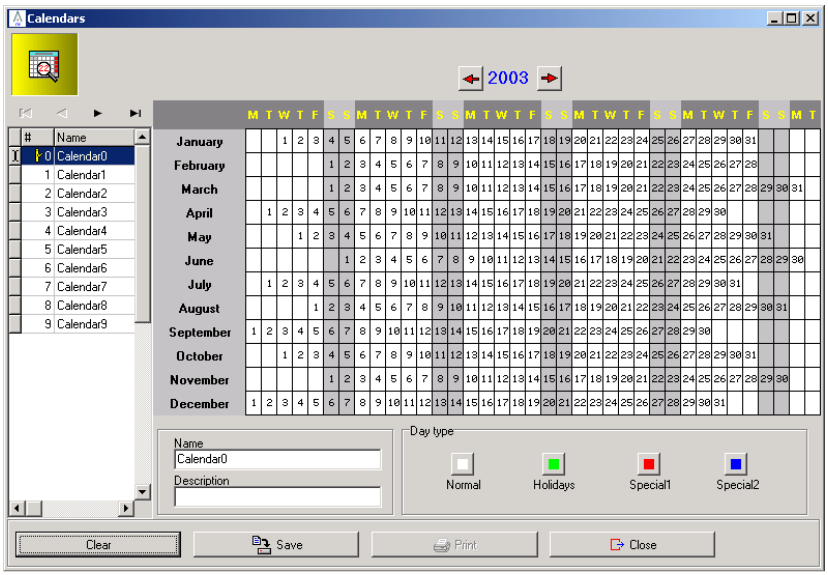


Figure 38

- A window like the one above will be displayed. We can name our first calendar and provide it with a relevant description.

- It is advisable to define the calendar for the current year and for the following year, if possible. To go to the next year you have just to click on the red scroll arrow on the upper part of the window.

- There are four categories for each day: Normal, Holidays, Special 1 and Special 2 and 9 calendars for users.

- Using the mouse you can tick off a group of days in the calendar. Drag the mouse whilst you keep the right mouse button pressed down.

- Next, you must click on the box in the lower part of the screen which corresponds to the day category you want to assign to this group of days, and you will see how the days selected change colour according to their type selection.

- It is important to bear in mind that if a user has access to a door on public holidays, it does not depend only on the calendar but also on that users time zone being enabled for holidays or special days.

- When you have completed calendar definition, you will obtain something similar to the figure below.

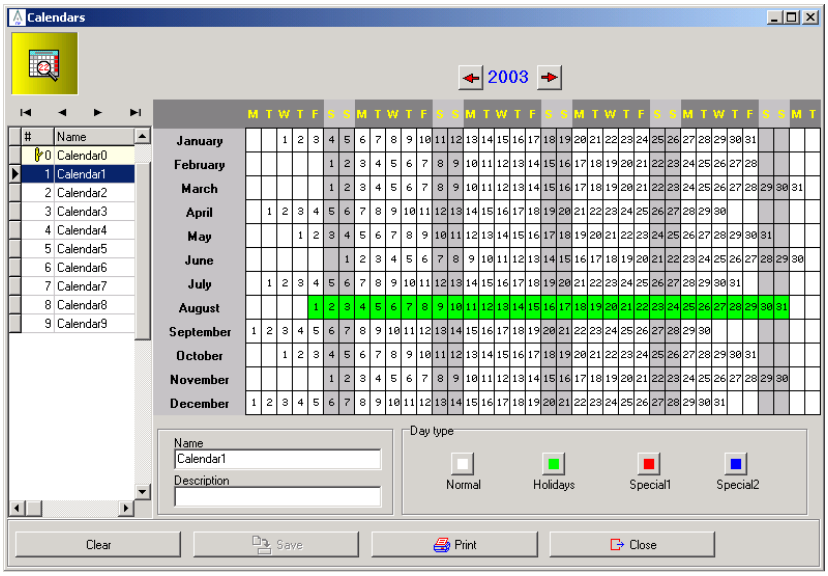


Figure 39

- Save changes when calendar definition is finished and continue to define the next calendar, if your installation requires it.

- The PRINT button can be used to obtain a hardcopy report for the calendar list. You can select between printing all of the calendars or only the details that relate to one particular calendar. The types of day will be recognised by a letter, H for Holiday, S for special day, N for normal day.

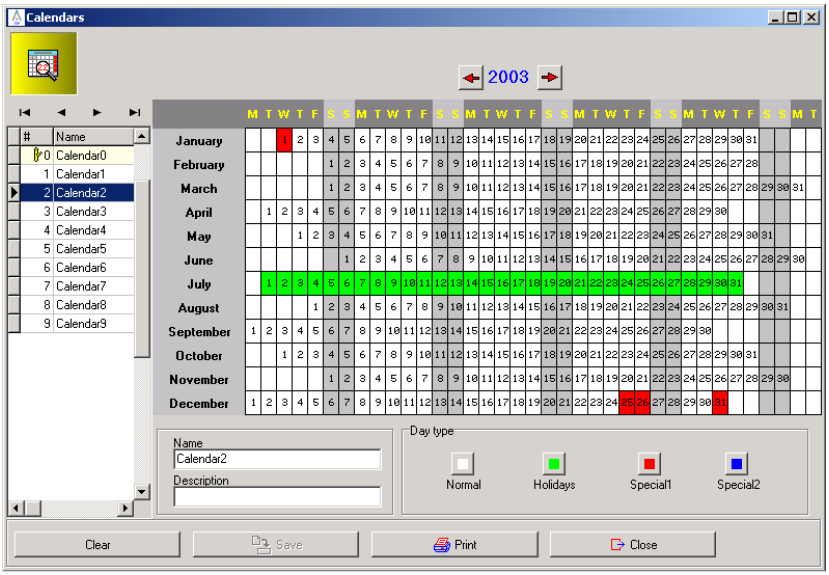


Figure 40

- Remember to assign the different calendars (1 and 2) to the different users and user groups, as is later detailed in the user and users groups definition section.

Time change.

DST stands for the English Daylight Saving Time, that is to say, the time change that takes place with a view to saving power by means of daylight optimisation.

This time change is generally made shortly after vernal equinox and autumnal equinox, putting time forward in the former and putting time backward in the latter.

Salto electronic locks perform time change automatically, if it is set up in the software.

Click on the DST icon on the Toolbar and you will get a window similar to this:

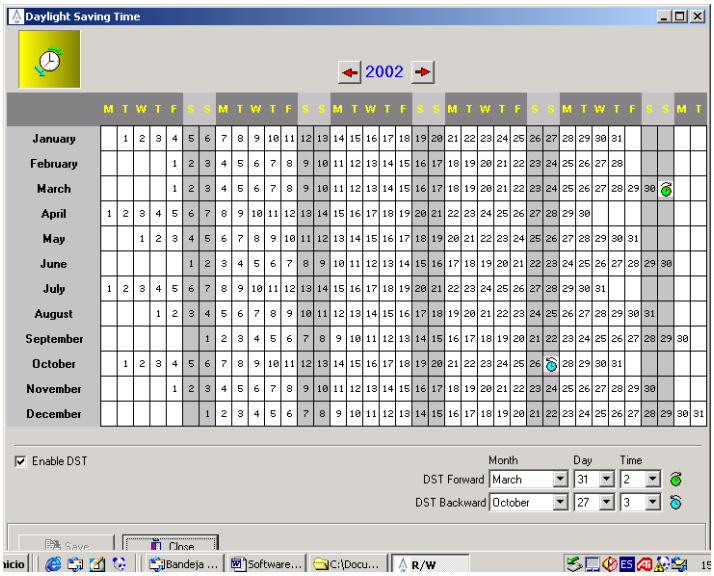
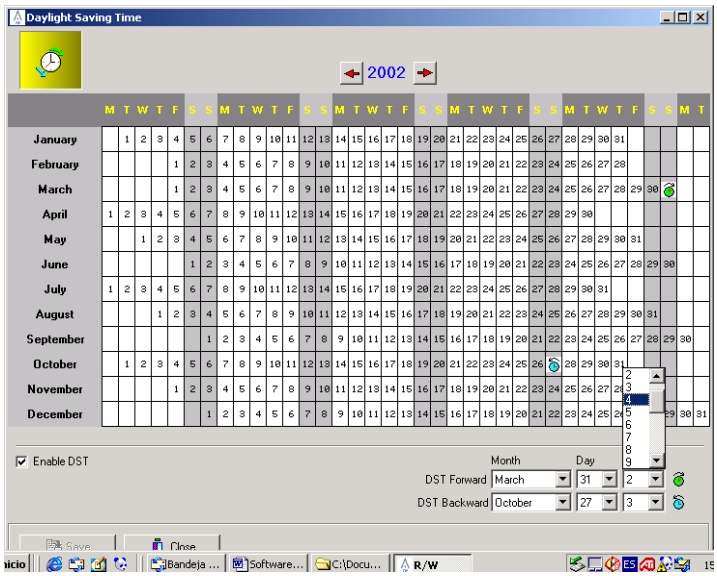


Figure 41

- You can either enable (or not) time change by ticking off the ENABLE DTS check box that is located on the bottom left-hand side of the window.

- You may also change the time at which the time change DAY and HOUR takes place, using the bottom right-hand side arrows of the window.

- If you modify time change day, the symbol that embodies it will be moved in the calendar accordingly.



- You can also set the time change for next year, if you wish. Click on the red arrow (right) of the window upper part, to move on to the next year.

- Save changes when you have finished establishing appropriate parameters for time change.

- It is recommended to enable automatic time change, since if it is not software enabled, you will have to update every door in your hotel using the PPD, on the scheduled date of the change.

Users groups

It is advisable to take heed of the fact that users are hotel personnel (staff) members, but *never* guests.

Users groups are definable groups of users, that share a common feature: For instance, we can group together users by job type or department, like cleaners etc tend to share time zones and accesses.

Click on the USERS GROUP icon on the Toolbar:

A window like this will be displayed:

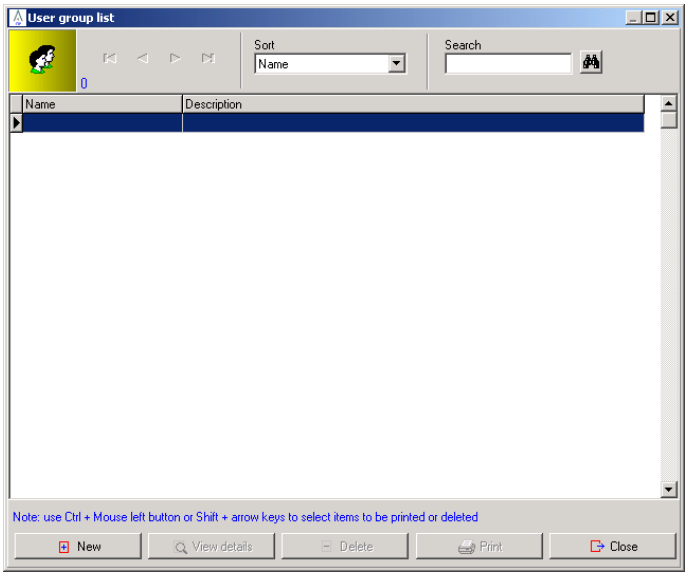


Figure 42

- Since we have not created any user groups yet, the list will be empty.
- To create the first users group, click on the NEW button.
- A window like the one below will be displayed:

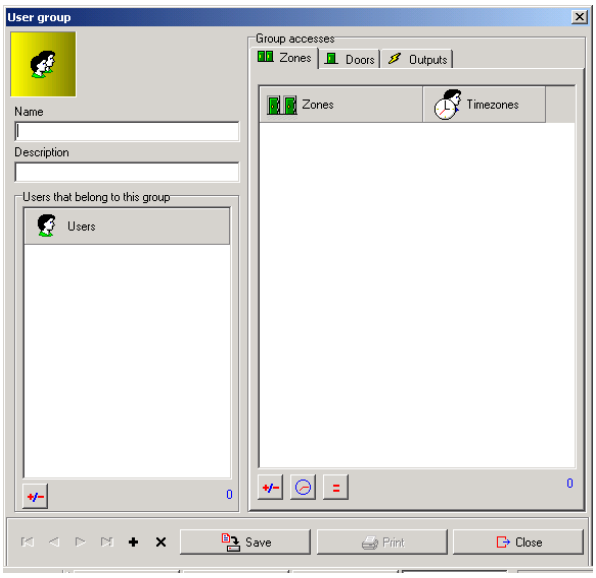


Figure 43

- Firstly, type this user groups name, and below, a description detailing the main characteristic that best defines the group.

- Given that we have not defined users yet, we cannot specify the users that belong to the group, though we can establish group accesses.

- In the tag called ZONES BEING ACCESSED, click on the +/- button to assign door zones to the group.

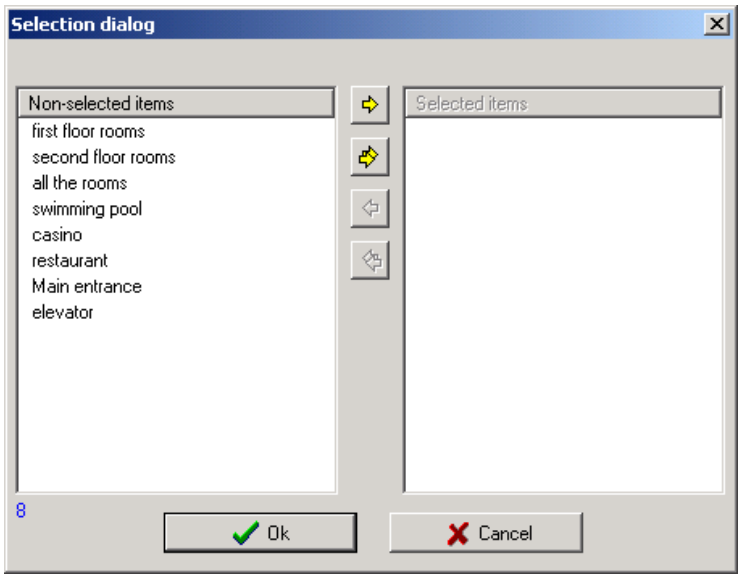


Figure 44

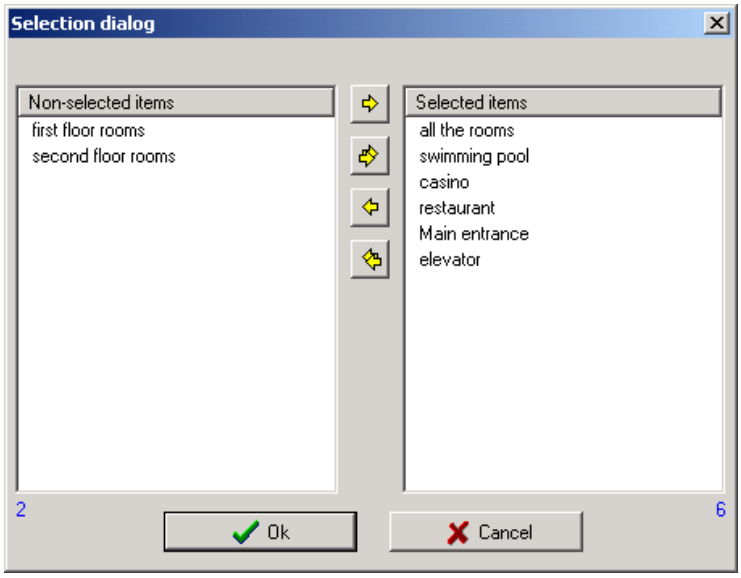
- We have to move from left-hand side to the right-hand side column, the zones that are going to be accessed by this group of users.

- If we have included a zone by mistake, highlight it in blue colour, and click on the yellow arrow pointing left, to put it back to the left column.

- Yellow double-arrow performs the same function as single arrow, but instead of moving an individual zone, they move all zones from source to target column.

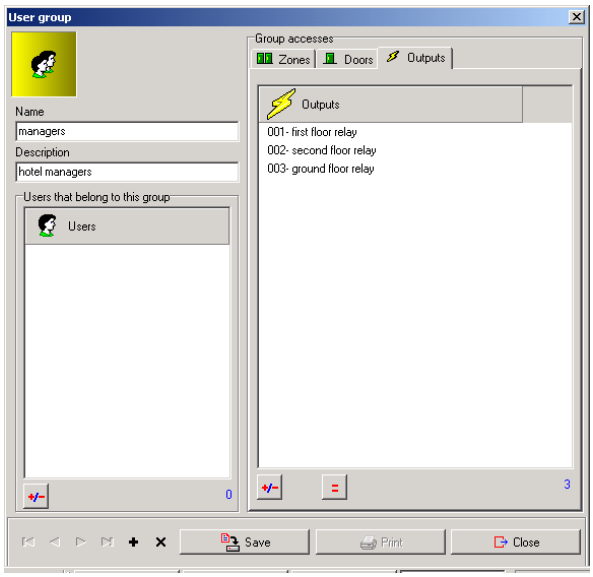
- In this window, we can specify to which zones the group is allowed access, (clicking on the +/- button), and we can also determine group time zones, (clicking on the hourglass symbol).

- **Authorising a group access into a zone, implies that all the users who belong to that group, may enter every door of the zone**.



In the group details window there is a tag titled DOORS BEING ACCESSED. The procedure for completing this box is similar to that of the ZONES BEING ACCESSED box, the only difference is that instead of assigning accesses by zones, they are assigned by individual doors. This option may be used for a single door, but access by door zones management is generally recommended, as this saves time and chip (key) memory.

It is also necessary to assign outputs to this user group, if necessary. The tag OUTPUTS works in the same way as zones or doors , and here we can select the relays that are going to be commanded by this user group.



This way the complete access profile for this user group is designed. The OUTPUTS option is only available in the Hams software since version 3.0.0.3 (Standard software).

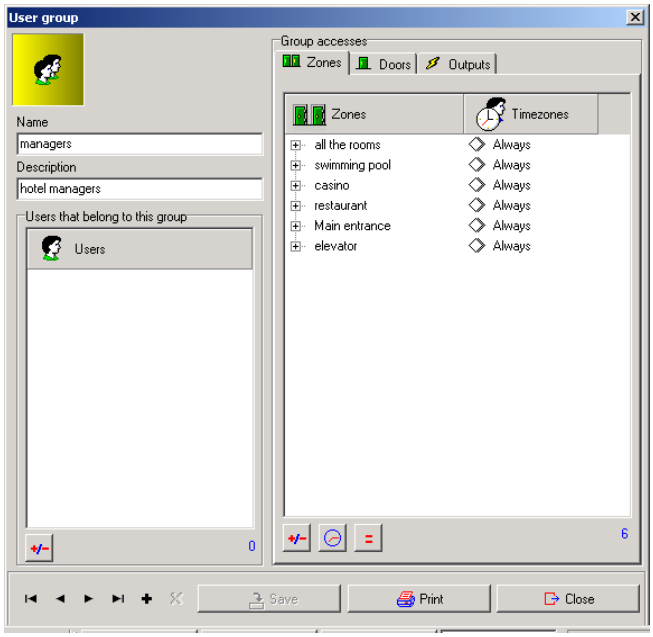
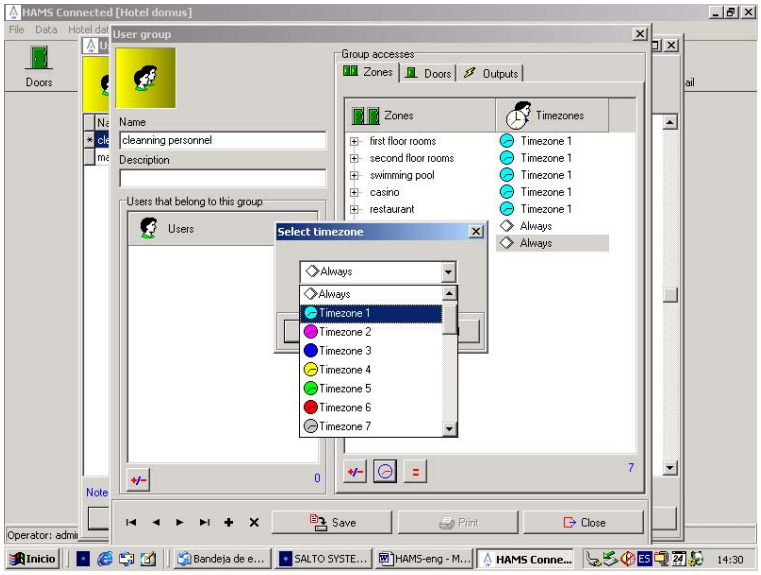


Figure 45

- When you have specified every single characteristic of this user group, save the changes and go on to define next group by clicking on + button.

- In the example here, a time zone for cleaning personnel has been set up. Assigning accesses to the *cleaners* group, we can also assign them time zones using the hourglass symbol.

- If no time zone is assigned to a door or zone of doors, by default, the system sets a 24 hour access to the group.



- Finally, the user groups list will look like this below:

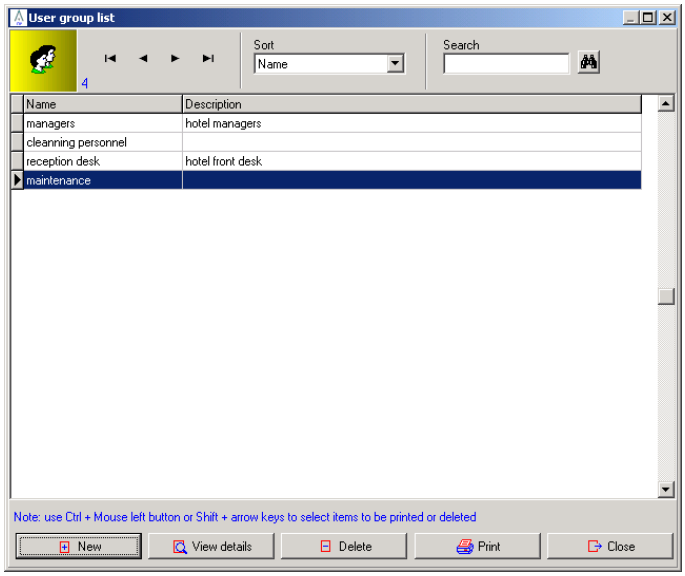


Figure 46

- If we have created a group by mistake, just select it in blue colour and click on the DELETE button.

- If at a given point, we want to view the details of a group of the list, simply select that group and click on the VIEW DETAILS button.

- Another way of selecting a group from the list is with the |< < > >| scroll arrows that are located on the upper left-hand side of the window, instead of using the mouse.

- The box on the upper part titled SORT BY is used to sort users groups list in alphabetical order, by name or by description.

- The PRINT button can be used to obtain a hardcopy report from the user group list . You can select between printing all of the user group lists or only the details that relate to one particular user group.

Users.

In this section we will define the users characteristics. Users are the hotel personnel (staff) members. Guests should never be classified as users, since they are constantly changing.

Click with the mouse on the USERS icon on the Toolbar.

A window like this one will be displayed:

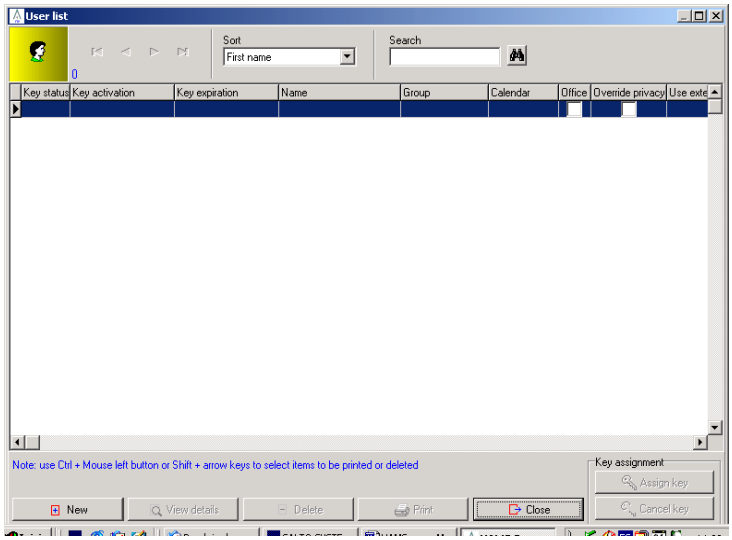


Figure 47

- Given that it is the first time we have opened the users list, the list is empty.

- Click on the NEW button to create the first user.

- A window like this one will be displayed:

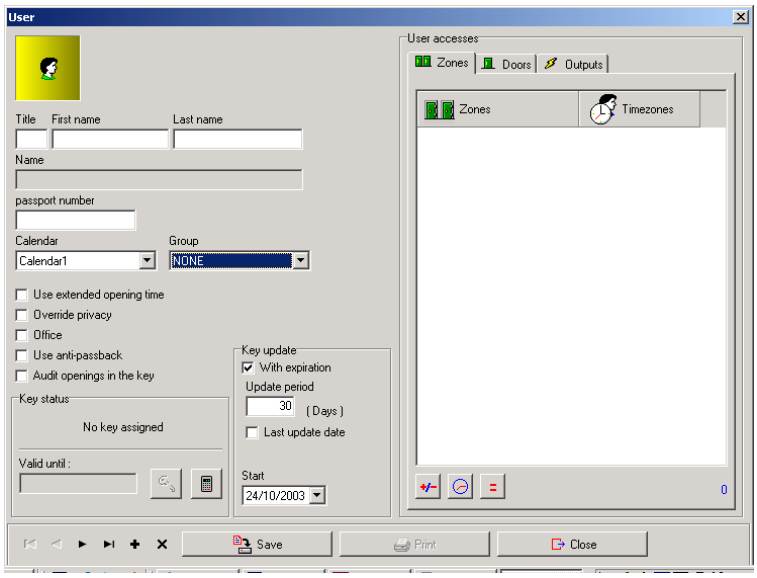


Figure 48

- Type our first user name and surname.

- We have the ability to assign a calendar to our first user, according to the calendar settings we have previously defined.

- We have to specify which user group this person belongs to. As we have already created users groups, then we must select one for this user.

- We get a check box titled USE EXTENDED OPENING TIME. Tick this check box if our user is a handicapped person.

- The OVERRIDE PRIVACY check box must only be ticked when we want a user to have the privilege of accessing a guests room even when the door has been locked from the inside.

- The SET IN OFFICE check box may be ticked to allow users who are responsible for setting doors into office mode to do so.

- The USE ANTIPASS BACK check box may be ticked off to allow this special access mode for users who must have it, in the doors where this access mode has been selected. The antipass back time can be selected in TOOLS/OPTION/LOCK, in hours and minutes.

- If a user has not got the ANTIPASS BACK check box ticked off, this user will have a standard access , so he won´t have any restriction to enter twice by the same door.

- The check box AUDIT OPENINGS IN THE KEY can be marked if we want this user to have his personal audit trail on his key. (recorded by doors).

- In the lower left-hand side you find a box titled KEY STATUS. In this box will appear the characteristics of the card assigned to this user, when user keys have been assigned.

- The box titled KEY UPDATING displays information about the key updating procedure.

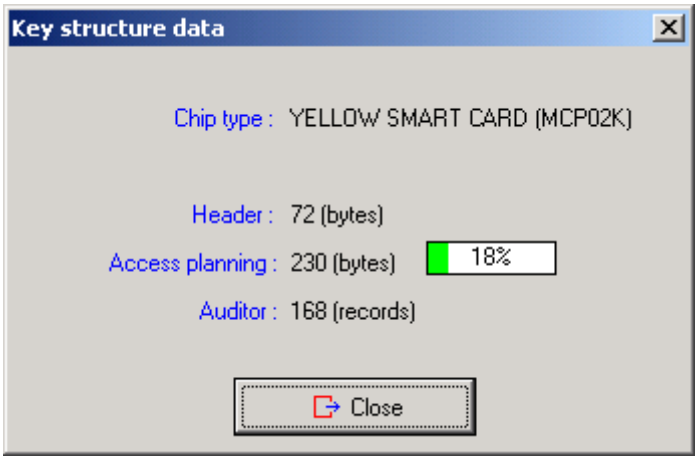
- The check box WITH EXPIRATION should be marked if we want this key to be updated with a particular frecuency , in the SVN wall readers. If we do not mark this check box , it is assumed that we do not have SVN and there is no key update (except by the serial encoder.)

- Users without expiration date are only allowed to use calendar 0.

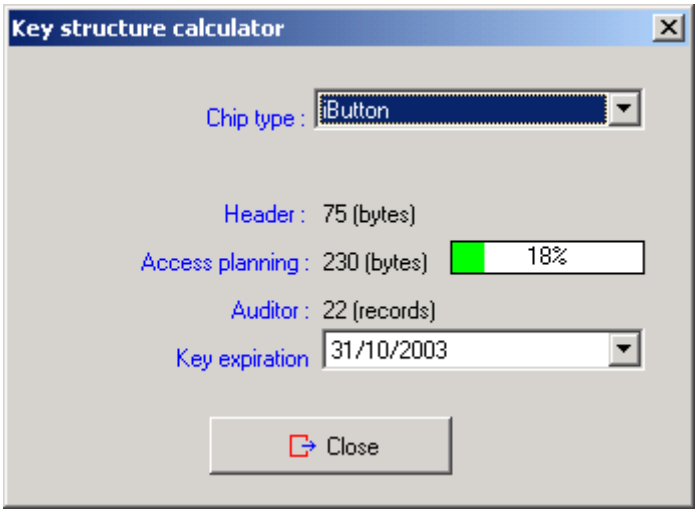
- The UPDATE PERIOD box means how many extra days are added to the expiration of the key when updating in a CU50ENSVN.

- The check box LAST UPDATE DATE means the end of updating procedure for this key. After this date, the key won´t be updated any longer.It is not mandatory to stablish a last update date for a key.

- KEY WITH A QUESTION MARK BUTTON: this is a tool to show the key structure data. (such as header size, number of auditor records, consumed memory percentage, etc…)



- KEY CALCULATOR BUTTON: this tool can be used as a preview for the key structure information and memory consumption before any actual encoding is done. This tool works as a simulator for different technologies (smart. Ibutton, proximity).



- It is not essential to define user accesses when this user belongs to a group, since the user will have group accesses as previously defined.

- Only when the user is not included in any group, would you assign accesses at this point.

- It is not compulsory to assign the same time zone to different zones.

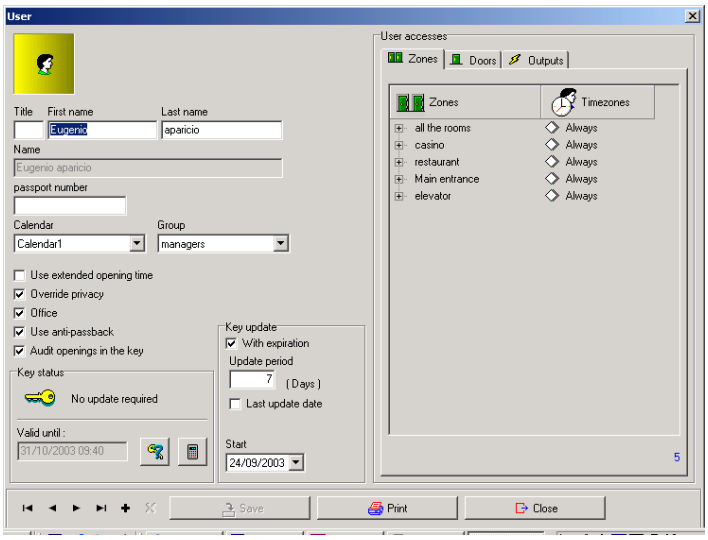


Figure 49

- Assigning a door zone to a user, will grant the user access to every door that is included in that zone.

- When we have a user that does not belong to any group, we can assign his accesses from this window by following the procedure explained in the USERS GROUPS section of this manual.

- Once we have finished defining user characteristics, save the changes and click on the + button to go on to the next user in the list.

- When we have all the users (staff) defined, we will obtain a list that should look like the following:

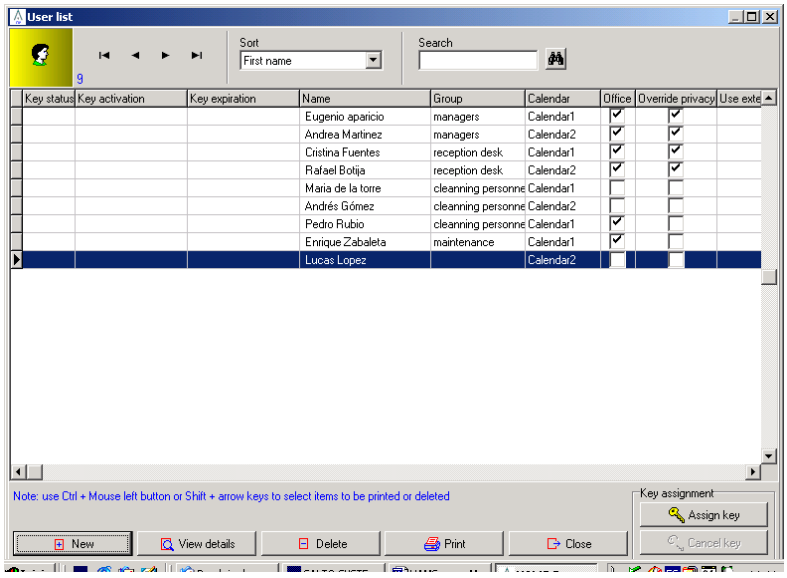


Figure 51

- If we have inserted a user by mistake, we can delete it selecting it first and then, clicking on the DELETE button.
- To view the details window of a given user, select the user and click on the VIEW DETAILS button.
- We can also use the scroll arrows on the left-hand corner to select a user from the list, instead of using the mouse to do so. With these scroll arrows <>, we pass to the user immediately after or before, and with these arrows |< >|, to the first or last users of the list.
- The box called SORT BY is used to sort users list according to the most convenient criteria, by name, by surname, by calendar, by group, by expiration date…
- The PRINT button can be used to obtain a hardcopy report for the user list. You can select between printing all of the user lists or only the details that relate to one particular user. (a user profile).

USER KEY ASSIGNMENT

Once you have completed user list definition, we can then proceed to assign each user their key (Smart Card, Ibuttton , proximity.) In order to do so, you must connect the ENCODER to the serial port of your computer. You must also supply power to the ENCODER plugging the feeder provided to a 220-240 V. AC, 50 Hz socket and inserting the respective jack into the ENCODER.

To assign user keys, follow the steps detailed below:

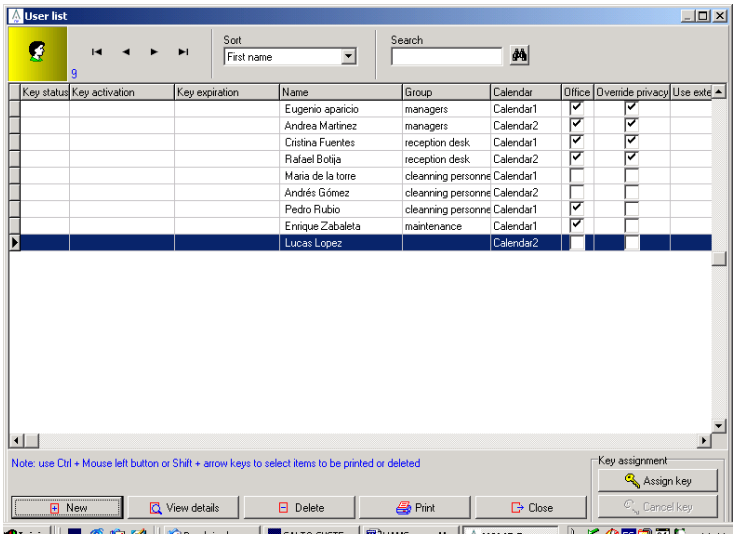


Figure 52

- From the user list, highlight a user with the mouse. Then, click on the ASSIGN KEY button that can be found on the lower right-hand side corner of the window.

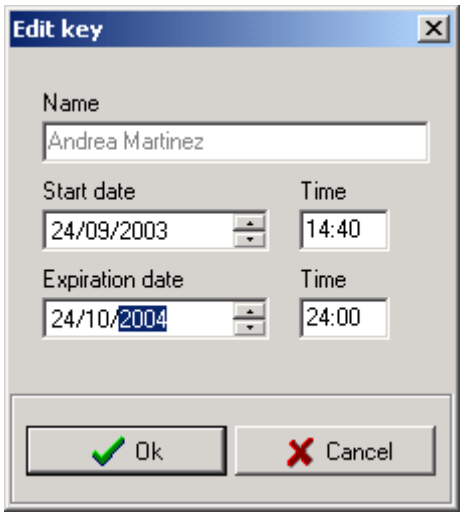


Figure 53

- The system assigns a natural month period by default, to provide user access. When you want to modify this period, click on the day, month or year with the mouse and make use of the small scroll arrows to increase or decrease them. This operation should be performed in the field called EXPIRATION DATE.

- Likewise, the field named START DATE shows present date. You can modify this date if a user will start accessing the hotel at a future date.

- When the card expiration date has been defined, click on the OK button.

- The system will prompt a message window requesting you to insert a card into the ENCODER.

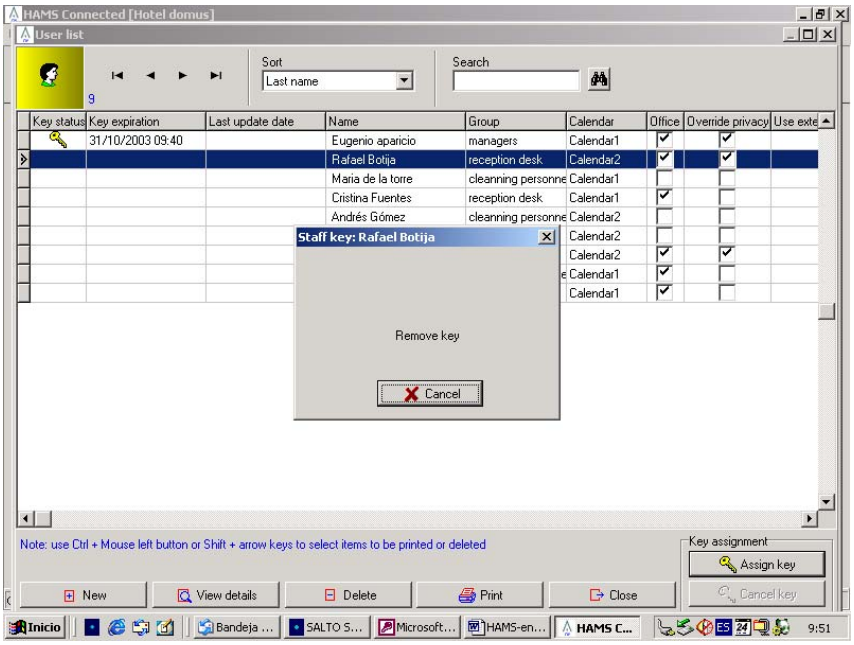


Figure 54

- Encoding process is very swift. The system will tell you to withdraw the card almost straightaway.

- Now, you will check that a yellow key icon appears next to the user name to which key has been assigned.

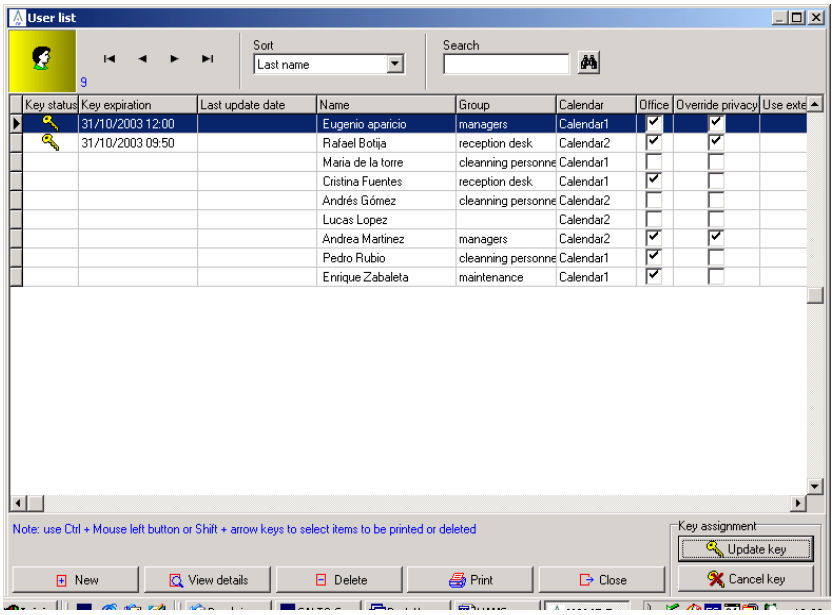


Figure 55

- You are encouraged to hand the keys over to respective users without any delay.

- To further assign the keys to other users, follow the same procedure.

- Finally, you will obtain a user list with their key assigned, as shown in the following figure:

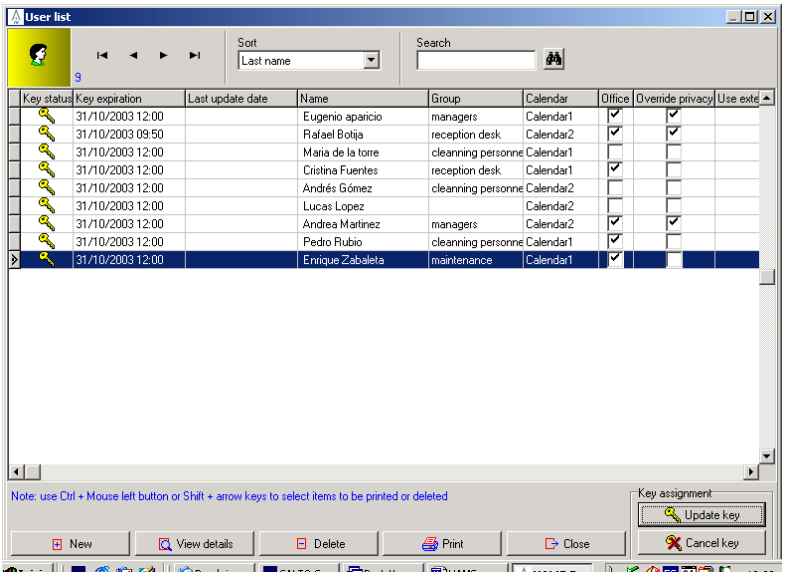


Figure 56

- If a user loses a key, you must immediately cancel it in the user list. To do so, highlight the user that has lost their card, and click on CANCEL KEY button.

- Afterwards, a new card for this user has to be edited, following the same procedure as previously detailed. From now on, the user will have a new card. However, should for any reason whatsoever the lost key turn up, this will no longer open any of the doors where the new key has been used.

- If we modify any users access rights, we will have also to update the users key. To accomplish this task, you should ask the user for their key so as to allow you to update it on the ENCODER.

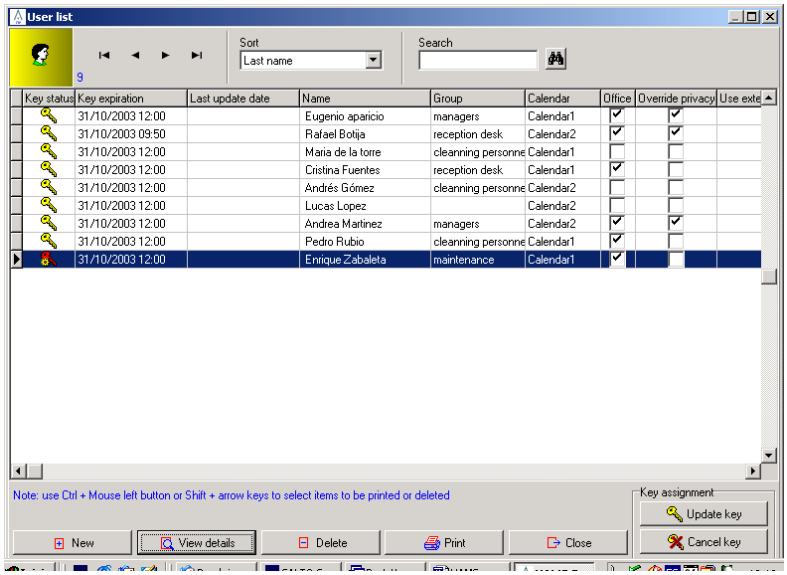
- The colour of the icon of the key denotes its status. Thus, a red key means that it has changes to be updated; a blue key means that its expiration date is approaching and a yellow key with an hourglass means that it has already expired.

- There are 2 reasons for a key appearing in blue colour: 1. The key is going to expire in the next 15 days but it was edited more than 15 days ago. 2. The key is going to expire in the next 7 days but it was edited more than 7 days ago.

- Once the key has been assigned to the user, any change made in the user access profile will imply the key turns red colour. This changes can be updated in the SVN wall readers but there are 2 specific changes that imply “key re-edition” or “key re-encoding”. These are ANTIPASSBACK and AUDIT ON KEY option. (for the users).

- When one of these changes is made, the key will appear in red colour with a cog symbol, to remember you need to update the key in the serial encoder – “re-edition”. See image below.

- The fact of changing the antipass back time, TOOLS/OPTIONS/LOCK also implies re-edition for the user cards , although the cog symbol will not appear next to the key symbol, in the user list.



If there is any doubt about the need of re-edit the user cards, this can be cleared by the light signals given by the Salto Virtual net wall reader.

The light signals are different depending on the technology:

- Smart card: orange flashing light (key is being updated) followed by a fix light red or green (door close, door open). This is the standard sequence. If after that there is a fixed orange light , then this means that the key needs re-edition.

- I button and proximity cards: blue flashing light (key is being updated) followed by a fixed light red or green (door close, door open). This is the standard sequence. IF after that there is a fixed blue light , this means that the key needs re-edition.

Guest groups.

Although guest groups is the element we defined at the beginning of this process, we need to re visit it to set up optional accesses (swimming pool, restaurant, etc.).

Select the HOTEL DATA pop-up menu and the GUEST GROUP option.

Optional accesses can be useful for hotels offering various boarding levels (with or without swimming pool access, with or without casino, etc.), so that if a guest will be granted any of these rights it is decided when his card is programmed for the guest.

From the guest list, select the first group and click on VIEW DETAILS button. The corresponding window will pop up:

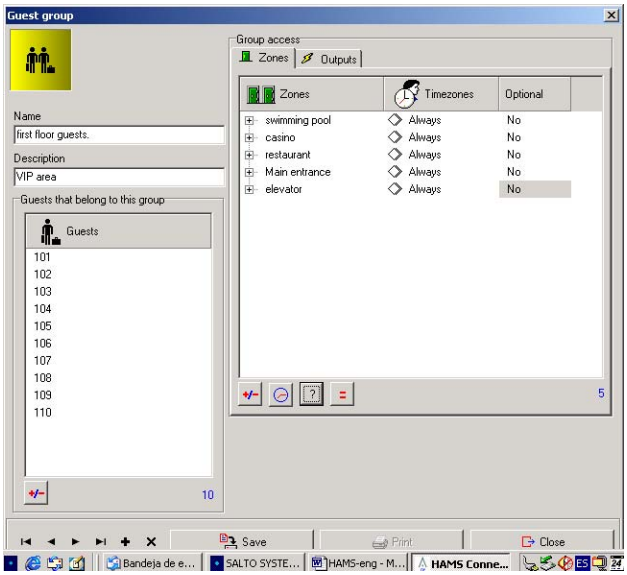


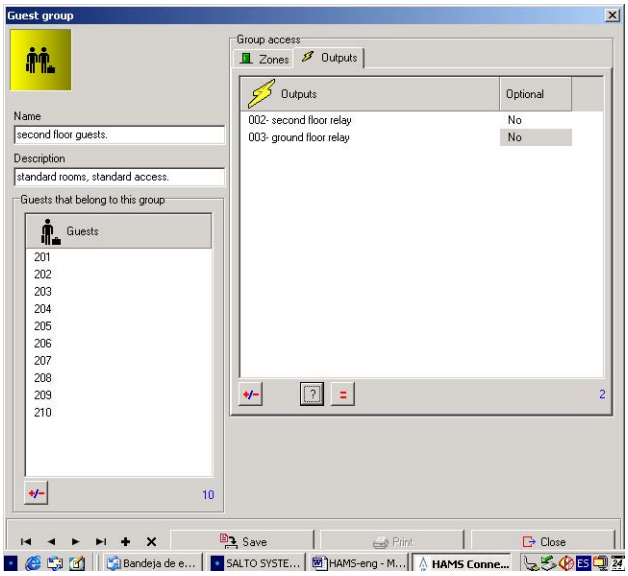
Figure 57

- The box called ZONES lists the hotel zones where the user is granted access. Each zone has its time zone and a characteristic called OPTIONAL.

- OPTIONAL field can only have two values: YES and NO. We can modify this field, with the zone highlighted, by clicking on the question mark button.

- If a zone access is NOT optional, it implies that all users from that group will have access to that zone by default.

- If a zone IS optional, it implies that, whether a user can or cannot access that zone is subject to the guest being granted that access when programming their card on the ENCODER. (AT CHECK-IN)



We will also assign the OUTPUTS to this guest group , depending on their access needs. In the example, guest group at second floor has got outputs 2 and 3. But they do not need output 1, because they do not need access to first floor.

Programming and spare cards

In a hotel, a power failure might happen and, therefore, the front desk computer controlling the system may be inoperable. To enable check in and be capable of assigning keys to guests when the ENCODER does not work, we have to pre- program a PROGRAMMING KEY and some SPARE KEYS when we set up the

system. These keys can then be stored in a safe place for use in such an emergency situation.

It is advisable to edit, at least, 1 programming key and as many spare keys as there are hotel rooms.

Go to the KEYS pull down menu and choose the EDIT PROGRAMMING/SPARE KEY option.

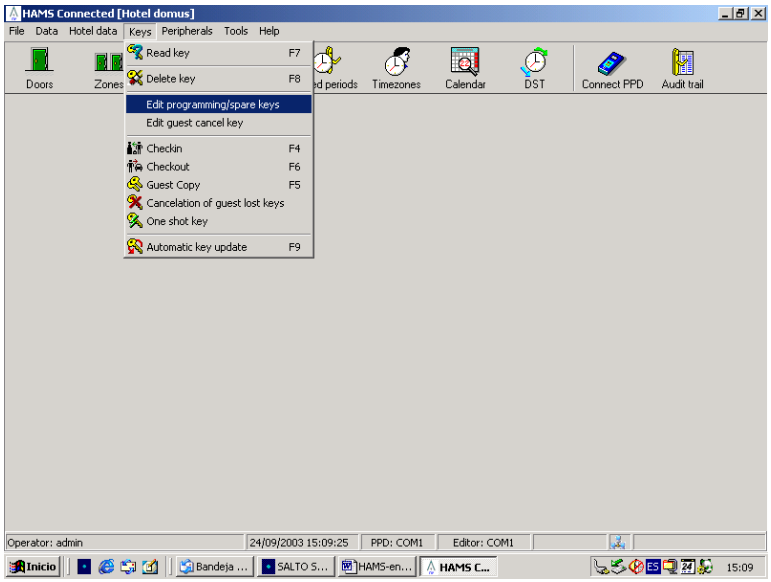


Figure 59

With the ENCODER connected and powered, a window like this will be displayed.

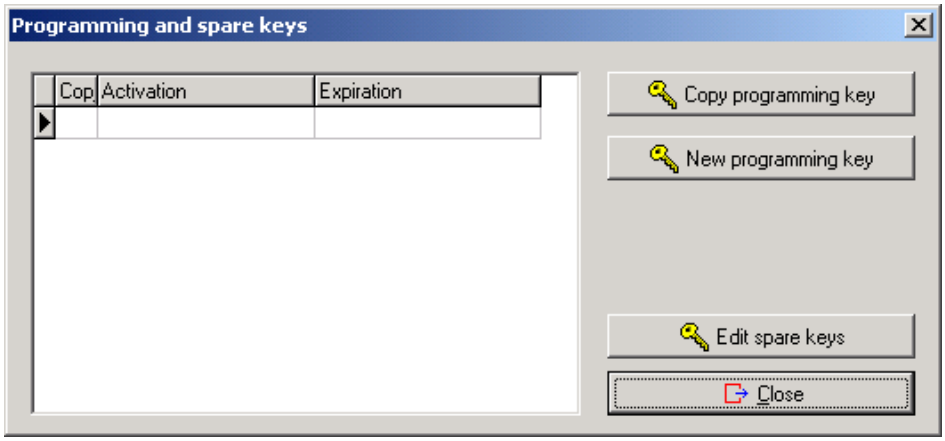


Figure 60

Choose a new Smart card and click on the NEW PROGRAMMING KEY option.

you will be prompted to insert a card on the ENCODER.

Encoding operation is very swift. You will be asked to withdraw the card from the ENCODER almost straightaway.

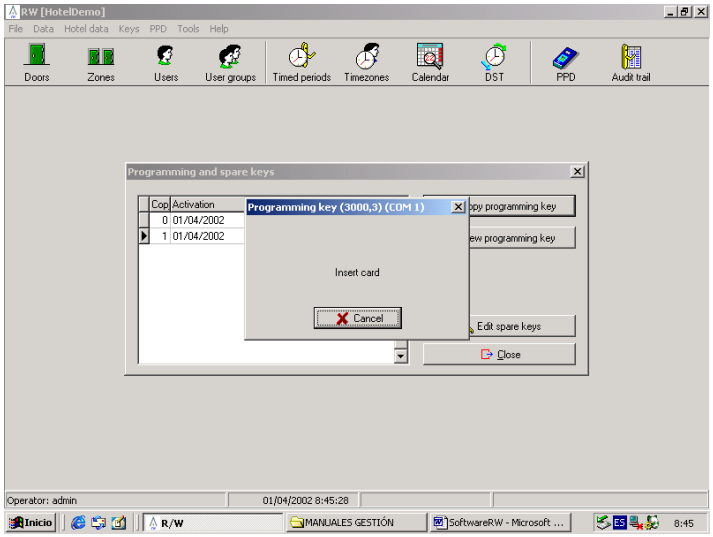


Figure 61

You can make copies of the programming key. Which may be advisable for hotels with many rooms.

Next, we will edit the spare cards that will be used for the guests. You have to edit as many cards as hotel rooms.

Click on the EDIT SPARE CARDS button and the system will prompt you to insert and withdraw cards on the ENCODER.

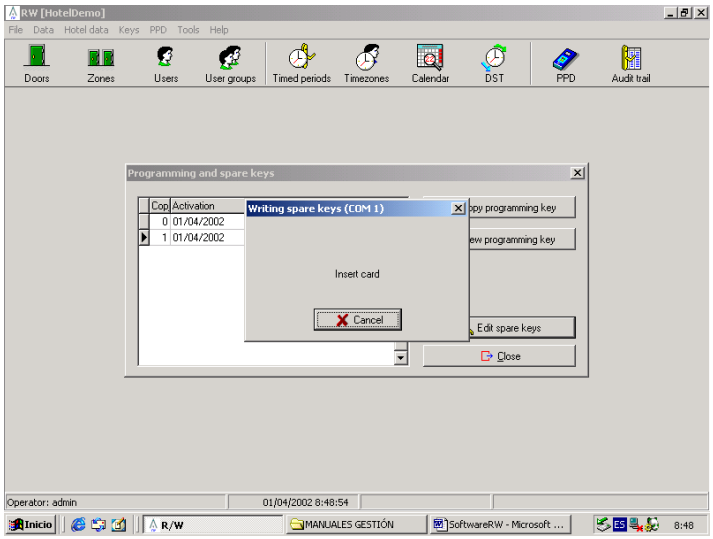


Figure 62

Keep inserting and withdrawing keys as system requires it. When you have edited as many cards as you need, click on the CANCEL button to stop the process.

Once programming and spare cards editing process is over, they need to be stored in a safe place to use as necessary. Key usage procedure is explained below:

- Let us suppose a computer failure occurs and a new hotel guest arrives. You should pick one programming key and one spare key and accompany the guest to the room you are about to assigned them. At the door, insert the programming key into the electronic lock reader and a characteristic beep will be emitted (2 deep tones and a third sharp tone), immediately after, we insert a spare key that will emit a single sharp tone (the same one of an authorised key).

- We give the spare key to the guest and they will use this to open their door until front desk computer system is restored.

- Any previous card which opened that room is instantly cancelled, except those of the hotel personnel (Users). For the room to be returned to normal operation mode, the computer failure needs to be repaired and a new guest card has to be edited on the ENCODER. Then, the spare key will be cancelled on insertion of this key.

Cancelation of a lost guest card

Sometimes, it may happen that a hotel guest leaves before the stablished check-out date taking his guest card with him.

In this situation, the administrator can cancell this guest card, so if it is found by an unknown person , he would not be able to use the hotel services (pool, casino, room, etc…)

Select the KEYS menu and go to CANCELATION OF GUEST LOST CARD . a window like the follwing will be shown:

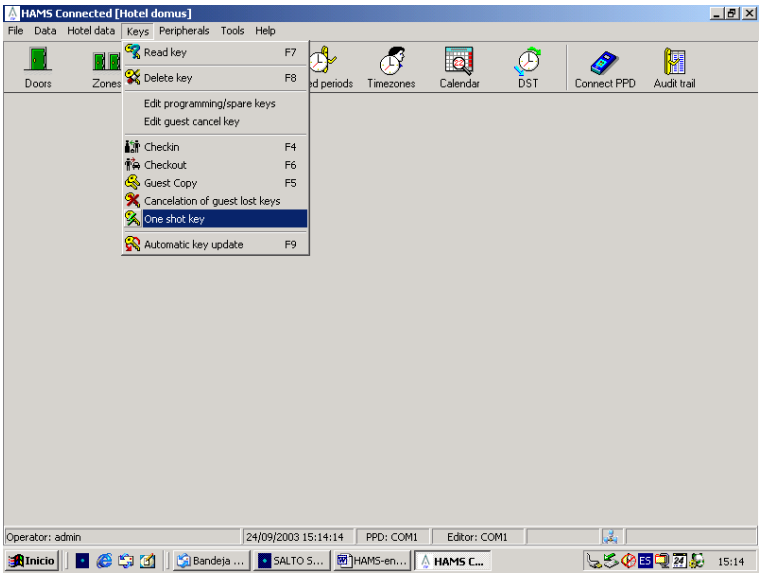
Here, the administrator should write the room number to be cancelled , in order to inform the system about this guest is no longer valid.

Then, to make an effective operation, it is necessary to up date any card of a member of staff and visit the room and doors in question (swimming pool, casino) and insert the card. This will also update the doors, cancelling the lost guest key. (black list).

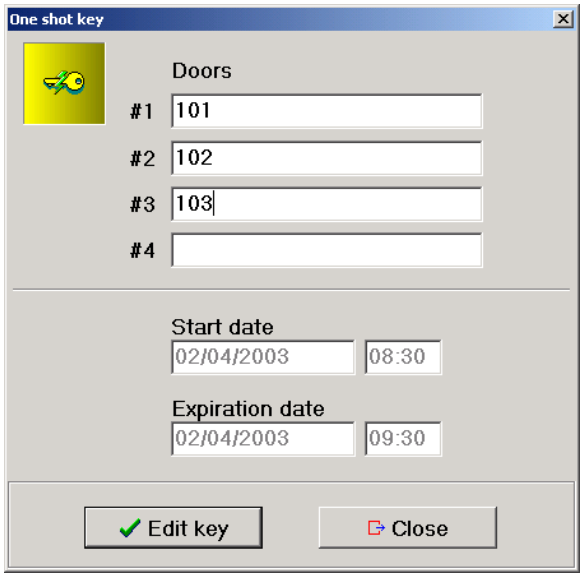
One shot key

It is possible to edit a “one shot key” for a person who is only allowed to open a door once. (for example, a maintenance person).

In order to do this, just select the option ONE SHOT KEY in the KEYS menu.



You will have to fill out the required information. The expiration date for this card will be 1 hour as from the moment of encoding. It is possible to give access to this person for up to 4 different rooms. Once he has accessed the room (or rooms), the card will no longer be valid.

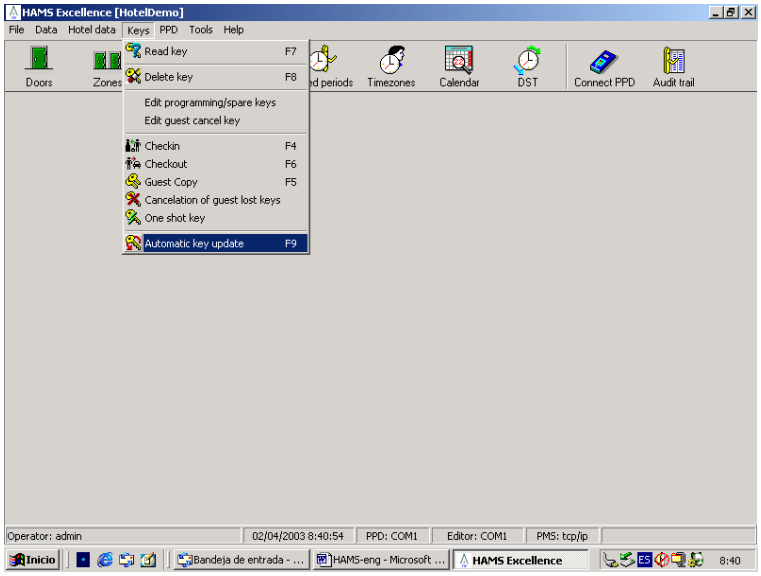


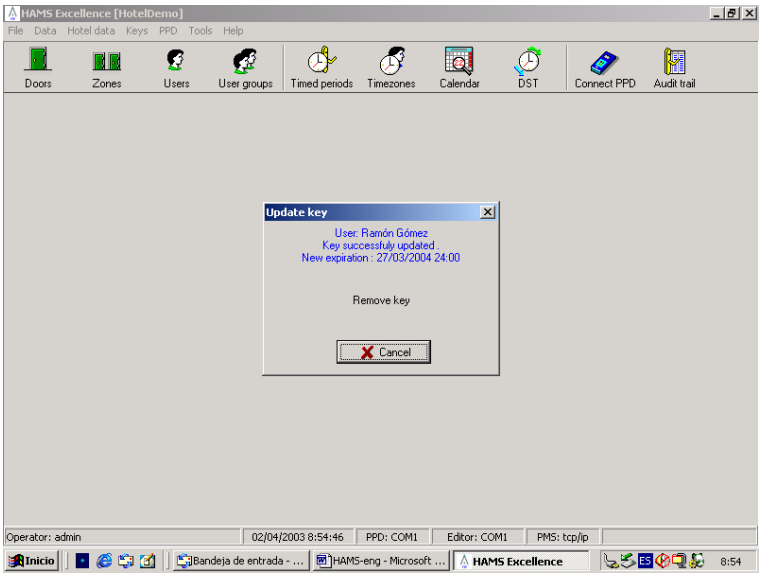
Automatic key up date

There is an option in the KEYS menu, called AUTOMATIC KEY UP DATE, which allows you to up date the user cards without needing to go to the user list and select the required user.

This function leaves the encoder in the requesting key status, and it will automatically update user access profiles, (new and eliminated user cards), on every user card inserted. It does not matter in which order the user cards are inserted. The expiration date given to these cards will be the same for all users, and it is the value stated at TOOLS/OPTIONS/USER, in days.

This function allows the system administrator to make the changes in the user profiles, without needing to manually up date the cards one by one.



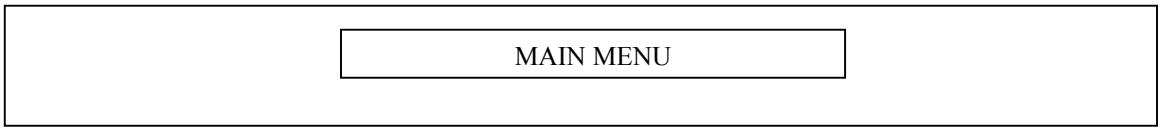


Using PPD .Initialization

The PPD is a Portable Programming Device used to communicate with the locks and transfer data from the PC on the locking schedule we have designed. Should you have any doubts on this device usage, please, refer to the PPD Smart User´s Manual that you will find included in the RW software CD-ROM.

MAIN MENU

Below, you can review a diagram of PPD menu options. It is important to note that all these options will not always be present, depending on their being enabled or not from the management computer. As default value, DIAGNOSTIC and COLLECT OPENINGS options will be present, although we have not enabled them on the computer.



- UPDATE LOCKS
- COLLECT OPENINGS
- EMERGENCY OPENING
- INITIALIZE LOCKS
- DIAGNOSTIC.

Initializing doors:

When we have our locking schedule finished on our computer, we must transfer all the data from our computer to the protable programming device.

We will initialize every door granting it a name that will be definitive from now onwards.

Ensure that your computer clock time (on the PC that you are running the SALTO Software) is correctly adjusted to show the correct time, as it will determine the time on which the electronic locks operation will be based.

- To download all our locking schedule data on the portable programming device, connect the device to our computer by means of a serial cable, and go to program main menu. Click on the *PPD* icon.

- If it is the first time you use the PPD to download a locking schedule, you may be prompted with an error message window. Click on the *YES* button to confirm that, from now on, your PPD will be exclusively devoted to your installation.

- A window like the one below will be displayed. In this window we see all doors pending initialization are selected.

- It is not compulsory to initialize all of them simultaneously, though it is highly recommended not to leave any pending door.

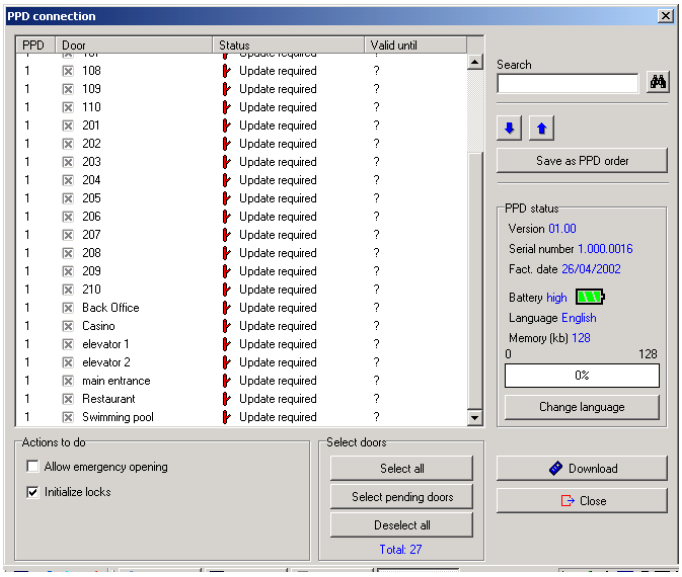


Figure 63

On the lower left-hand side corner we find a box called *ACTIONS TO DO*. In this box we will tick off those actions to be done with PPD.

1. If we tick off *ALLOW EMERGENCY OPENING*, this option will later be shown on the PPD menu.

2. **If we tick off *INITIALIZE LOCKS*, this option will later be shown on the PPD menu. We will now perform this action.**

To tick off these two possible options, bear in mind that it is not enuogh to tick off the action to do, but also to mark with a cross the door or doors on which you want to do the action.

- If we do not tick off any of these two options, the only option available in the PPD will be: Update locks.

- We can change the language of PPD display messages. In order to do that, click on the *CHANGE LANGUAGE* option.

- When we get all doors arranged in order, click on the DOWN*LOAD TO PPD* option.

- Data transfer from computer to PPD will last a few seconds. Watch the computer screen and when you see the progress bar of the active window reaches 100%, you will know the transfer is over.

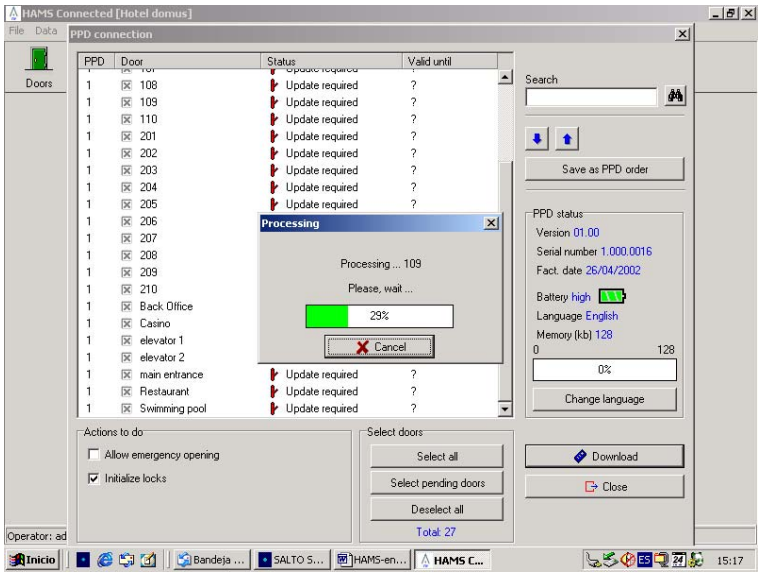


Figure 64

- Now you can disconnect serial cable, and go to every door to initialize them.

- Connect to the PPD the cable connected to a special card with 3 conductors (on the opposite end you will have a RJ11 phone connector).

- Approach to the first door of your system, plug in the special cable and turn the PPD on.

- From the main menu window, select *INITIALIZE* option. You will get the door list. Now choose the door that you want to initialize. Be especially careful when performing this step, since the door name is limited.

- When you view on screen the name of the door to be initialized, click on the OK button of the PPD, and the device will request that you connect it to the lock.

- You will get on the PPD screen a *CONNECT TO LOCK* message. Insert in the lock reader the card cable and watch the PPD screen. You will get a progress bar and a sharp beep sound emitted, that means that data transfer is in progress.

- If, by mistake, this communication is interrupted for longer than three seconds, you will have to repeat the communication.

- Repeat these steps with every door within your facilities. Take into account that door names will not disappear from

the door list contained in the INITIALIZE option, by having simply initialized a door. This will allow you to reinitialize a door if you have given it a wrong name.

- When you have completed the initialization process, reconnect the PPD to your computer through the serial cable, and click on CONNECT PPD icon. This will update software data comparing it with actual battery status values, as well as pending updates. At this point, INITIALIZE LOCKS menu option will not appear on your PPD main menu.

4. Advanced options

In this section some features will be described which, on some occasions are not essential, but they prove to be very important to designing the locking schedule.

General info

Go to the *TOOLS pop-up* menu and click on *OPTIONS* option.

- The first tag we obtain, displays in the PROPERTY NAME. This is the name we gave to the data base at the start.
- We will also have more boxes, CITY and STATE/COUNTRY. Please, fill in these fields according to your facilities address.
- It is also important to fill in the FIRST DAY OF THE WEEK field, since this piece of information has an effect on calendar structure.

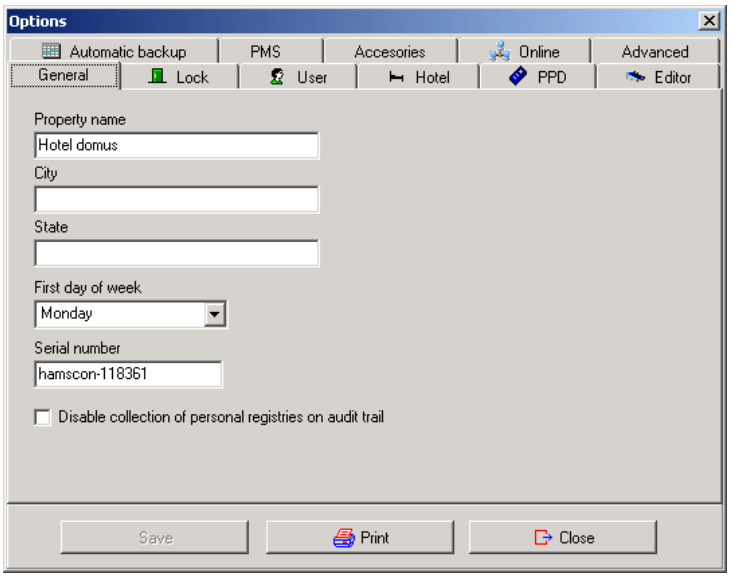


Figure 65

- The serial number field shows the serial number of the software which was written when creating the data base for the first time.

- The check box DISABLE COLLECTION OF PERSONAL REGISTERS ON AUDIT TRAIL can be marked if we want to filter the information kept in the audit trail , so software operators can only view the events regarding lock updates or key updates (not openings or rejections).

- The print option can be used to obtain a hardcopy report from all the tags in OPTIONS. It is better to use this option when the data base is completely desiged, so we can see all of the fields filled out in these tags.

- Save changes before proceeding to the following tags.

PPD status.

Go to the *TOOLS* pull up menu and click on the *OPTIONS* option. On this occasion, we will choose the PPD tag.

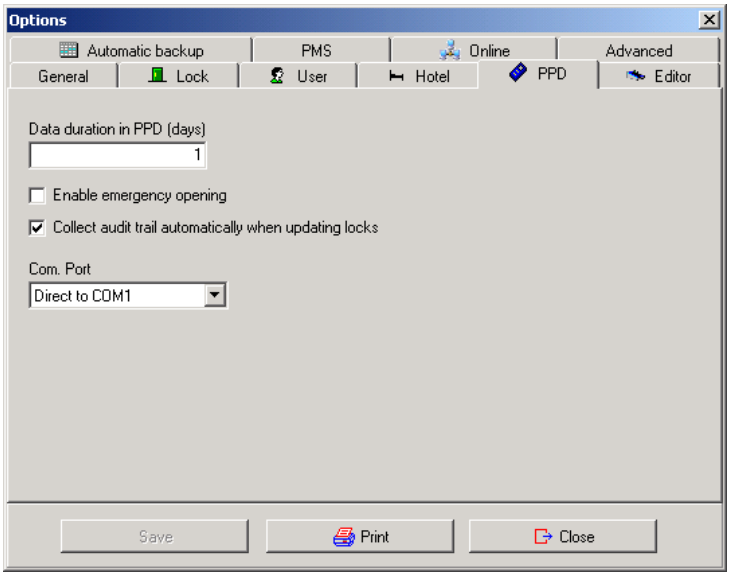


Figure 66

- The first field refers to the length of time the downloaded data will reside in the PPDs memory. As a default value, the system sets a day, though you are allowed to increase this duration. Below, you view two optional fields, that can be selected if you want to customise the PPD default set up.

- If you tick the ENABLE EMERGENCY OPENING option, it will also be present on PPD main menu, even after data expiration.

NOTE: be careful with this option, since if you enable permanently the emergency opening option, the PPD turns into a master key that opens all your facilities doors, and could be misused if in the possession of an unauthorised person.

- If you tick COLLECT AUDIT TRAIL AUTOMATICALLY WHEN UPDATING LOCKS, the PPD will also collect the audit trails of every door, each time you update that door.

- The box COMMUNICATION PORT allows you to set which serial port you are using in the computer to communicate with the PPD.

- SALTO HAMS software allows you to use different com. Ports for the PPD and the encoder. You can select between using the same com. Port for both or a different com. Port for each one. The encoder com. Port is set in the EDITOR tag.

Encoder status.

From the TOOLS/OPTIONS pop-up menu, choose EDITOR tag. A window like the following will display:

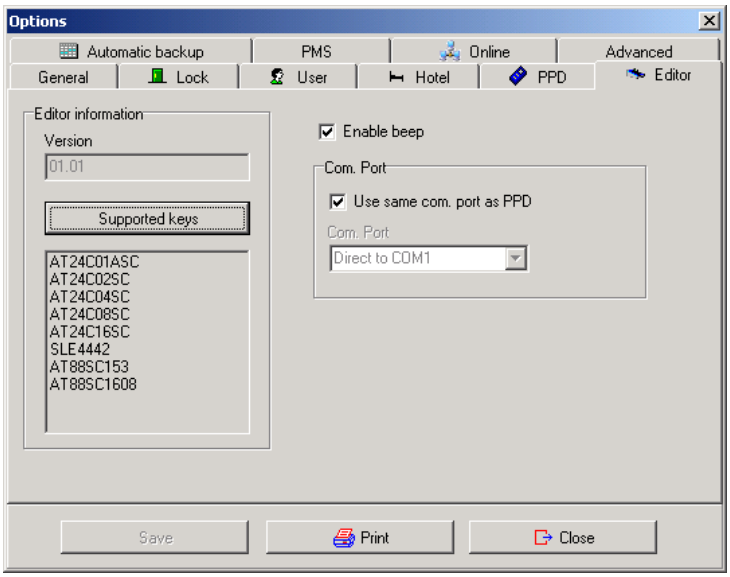
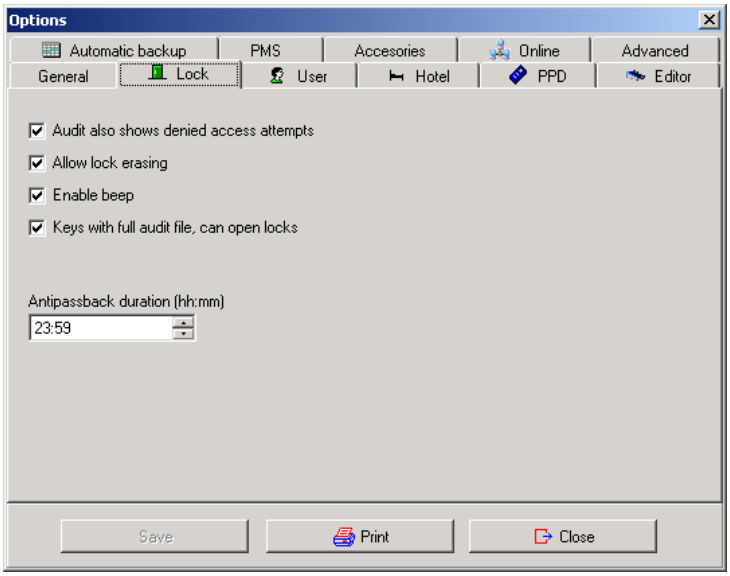


Figure 67

- In this window, you will view the version number of the card editor, when it is connected to your computer serial port.
- This also shows the Smart card types that are compatible with the editor if you Click on the CARDS SUPPORTED button.
- The ENABLE BEEP check box can be ticked, if you want the editor to make a noise.
- The check box SAME COM. PORT AS PPD is used to say whether we are going to use the same com. Port for the PPD and encoder or whether we are going to use different com. Ports. To work with multiple com. Ports, it is necessary to have at least 2 serial com. Ports available in the computer.

Lock status.

In this window we will specify some operating features of the electronic locks.



- You can activate the AUDIT ALSO SHOWS DENIED ACCESS ATTEMPTS check box if you want the Audit Trail to show failed door access attempts.

- ALLOW LOCK ERASING: if you enable this option, it is possible to reset any of the locks in the system. We do not recommend this option is enabled for security reasons (unless you are certain that the electronic locks may be used in more than just one locking schedule). This option can always be changed at a later date.

- **Note:** if, at a given point, you want to enable erasing of a particular lock, you will have to initialize the lock you want to reset. Updating would not be enough.

- You can tick the ENABLE BEEP check box if you want the electronic locks to beep on operation.

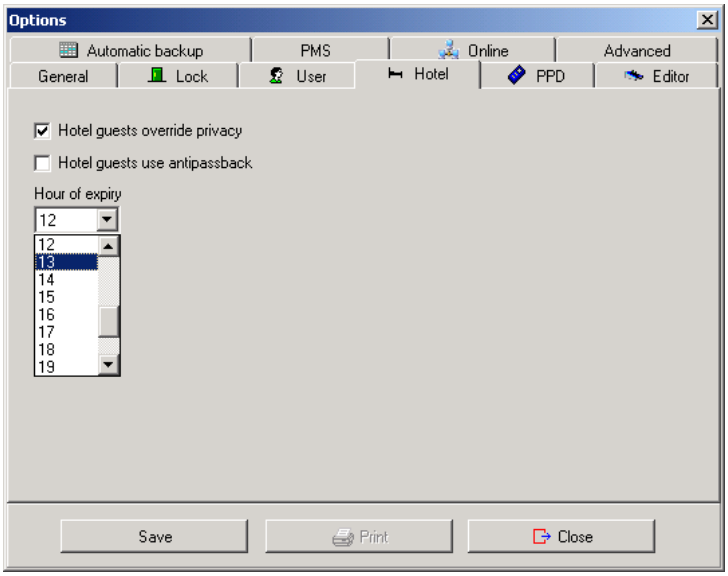
- The check box KEYS WITH FULL AUDIT TRAIL CAN OPEN LOCKS comes enabled by default. We can disable it if we want to make the user notice that his personal audit trail on key is full.

- The ANTI PASS BACK DURATION field shows the time in hours and minutes , since the moment a user inserts his card in the entrance reader until he is allowed again to enter by the same door (supposing he has not gone out yet by the exit).

- If this field shows the value 00:00, then the antipass back time is unlimited, therefore the user has to go out by the exit in order to be able to enter again by the entrance.

Hotel

In this window we can specify general access rights for hotel guests.



- The first option HOTEL GUESTS OVERRIDE PRIVACY will be ticked according to each countries own customs. Basically, if a room is used by two or more guests, and one of them privacy locks the door, it would deny access to the other guest outside the room. If we were to enable this option then both guests could enter even with the door in Privacy lock.

- The option HOTEL GUESTS USE ANTI PASSBACK will be ticked if we want the guests to have this access restriction in the doors where this special working mode has been selected. The antipassback option is usable for all the guests in the hotel, cannot be applied to one guest group and not to other guest group.

- The second option HOUR OF EXPIRY, refers to the hour by which guests must leave the rooms, when checking out. This hour is usually 12 at midday, though it can be modified here. **Note;** If a guest tries to re enter

his room after this time then his key will not work the door.

Accessories

If you are going to use room accessories, such as safes or energy saving devices in your system, go to the ADVANCED tag and double click the text *SHOW ACCESSORIES*.

The Accessories window is used to configure the parameters relating to safes and energy saving devices. First of all, you must tick the check boxes SAFE ENABLED and ENERGY SAVING DEVICES ENABLED to allow the use of these devices.

- In order to initialize the safes and energy saving devices, you need to create as many programmer cards as there are rooms in the hotel. Or alternatively, you may prefer to create batches of cards for initializing the accessories, as the cards are re-usable after the safe initialization. Each programmer card is valid only for the safe and energy saving device of the same room.

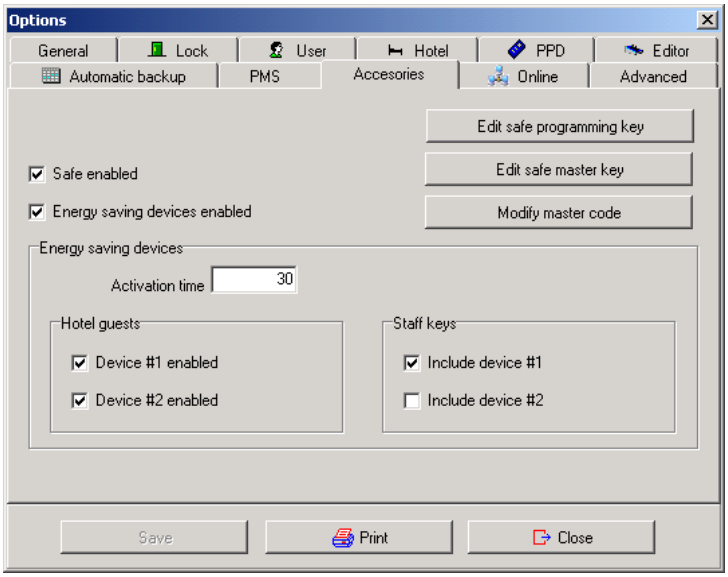
- For example, if the hotel has 40 rooms, you may edit 20 programmer cards, the first card for room 1, the second card for room 2… etc. Then you can edit these cards later as the programmer cards for the rooms 20 to 40.

- Inserting the programmer card once initializes the safe or the energy saving device. Make sure the device has power.

- The button EDIT SAFE MASTER KEY is used to edit an emergency card which can be used when a guest has lost their key and has left things in the safe. **The safe master key opens all the safes initialized in the hotel.** This master key must be kept in a secure place, to be used by authorised personnel only.

- The button MODIFY MASTER CODE is only used for energy saving devices. When we edit a staff card, it is carrying a common code which allows it to use the energy saving devices, if enabled. If a lot of staff cards have been lost, it is advisable to change this master code, so that any previously lost cards that may have been found cannot use the energy saving devices.

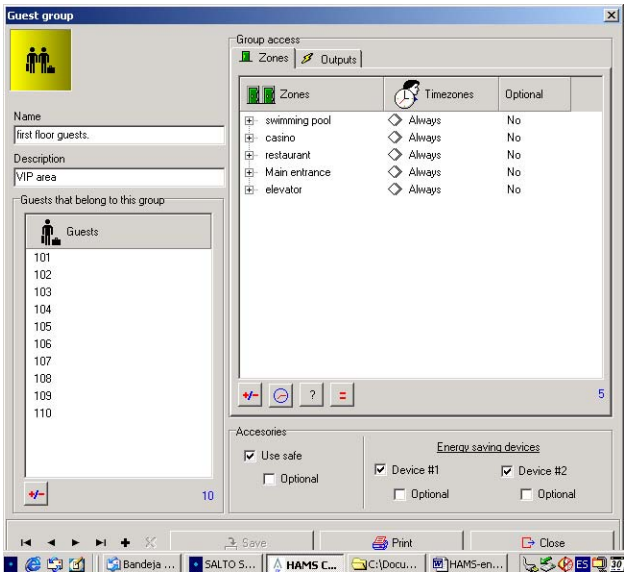
After modifying this master code, it is necessary to up date all the staff cards.



- The second part of this window, relates only to energy saver devices. First, it is necessary to define the delay time. This is the time (in seconds) that the power remains supplied to the room after the guest has removed their card from the energy saving device.

- Some of the Salto energy saving devices can control 2 relays, and therefore, it can drive 2 power supply circuits (for example, lighting and air conditioning). We can enable the activation of one circuit or both, for the hotel guests: DEVICE 1 ENABLED, DEVICE 2 ENABLED.

- The same options are available for the hotel staff, with the check boxes; INCLUDE DEVICE 1 and INCLUDE DEVICE 2. It is very important to go to HOTEL/ GUEST GROUPS after saving the changes here, because it is necessary to assign the use of energy saving devices to the guests as optional or not optional. (The same as you do when giving access to guest zones).



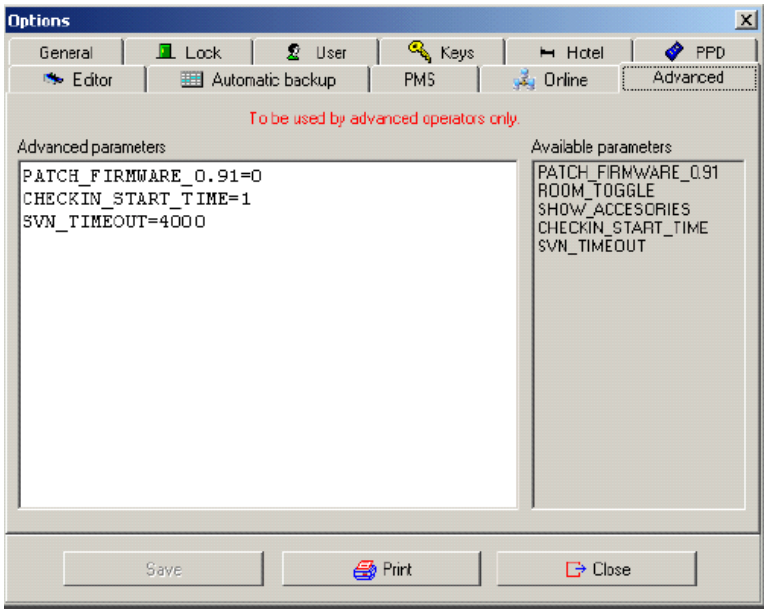
In the box called *Accessories* (in the Guest group window) we can also activate the use of the safe for the guests (tick the *USE SAFE* box). If we click the *OPTIONAL* check box then the option for the guest to use the safe will appear in the check - in window, as an optional facility. Then the receptionist will decide whether to give this option to the guest or not.

If we do not click the *OPTIONAL* check box then the guest will be able to use the safe by default and the option will not be available at check - in.

The same system applies to the energy saving devices.

Advanced parameters

This window is for future development. It will allow program features to be modified by the administrator. For instance, maximum number of doors which can be defined etc.



It is necessary to double click the text SHOW ACCESSORIES when designing the data base for the first time if you want the ACCESSORIES tag to appear among the OPTIONS tags. If safes and energy saving devices are not going to be used in the hotel, then this step is not necessary.

If you have acquired the locks after May 2002, we recommend to set PATCH FIRMWARE = 0 in order to improve the system performance.

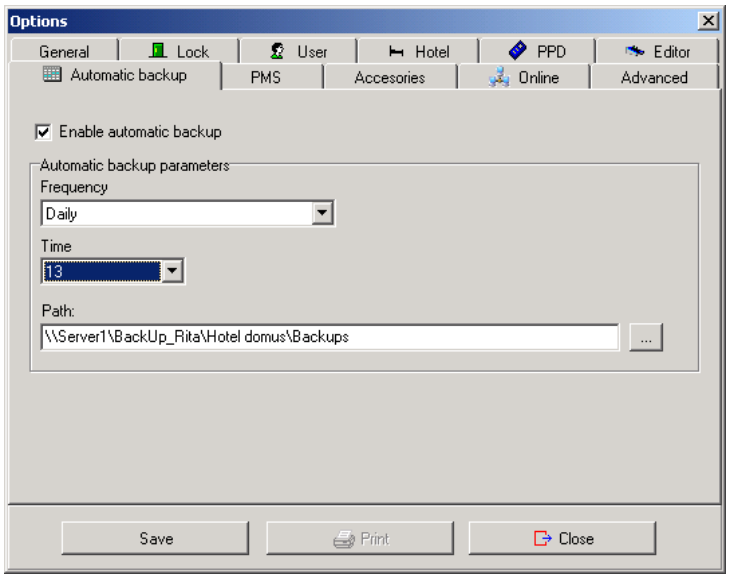
- CHECK-IN START TIME: by double clicking this sentence, it will be possible to state the start time for a guest (a time different from the edition time) . This can be interesting when we do not want the guest card working until 20:00 h, for example.

- SVN TIMEOUT: by double clicking this sentence, it is possible to define the time since a key is presented to the SVN control unit until the control unit receives the information from the master computer , to update that key. This time is expressed in miliseconds. This is useful for environments having long delays (slow stations, narrow bandwidth network) , anyway the majority of systems will work OK with the standard timeout delay, 2000 miliseconds. If the network is very slow, a good value would be 4000 or 6000 miliseconds.

AUTOMATIC BACK UP

It is very important to make a back up of the data base, initially after setting up the system for the first time and then from time to time as the system is used. This will protect you against a computer crash situation or a situation where the original data base has been corrupted.

It is a good idea to make the back up on a regular basis so that the changes we make when modifying the system, are all included in the back-up.



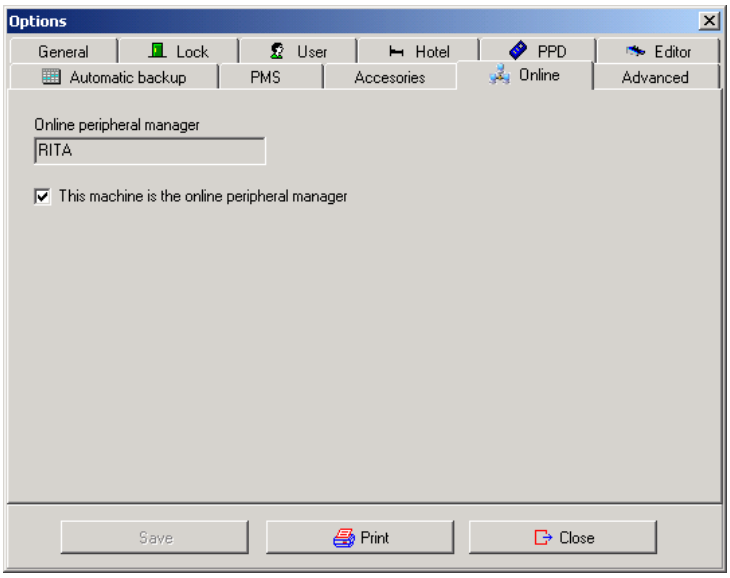
- The check box ENABLE AUTOMATIC BACK UP allows us to activate this function.
- The FREQUENCY can be DAILY, WEEKLY or MONTHLY.
- You can also select the day of the week when the back up will be done and the hour (from 0 to 24).
- It is advisable not to make the back up on the hard disk but rather on the server in a Local Area Network, for example. Click the button to the right of the field PATH, and you will be able to select a destination for your back up file.

On line

This tag shows the information about which computer is the communication master for On line devices. (On line wall readers and up daters). If we are working in a Local Area Network , with several work stations against the same data base , only one of these workstations can be the peripheral manager.

The ONLINE PERIPHERAL MANAGER field shows the name for this computer in the LAN.

The check box THIS MACHINE IS THE ON LINE PERIPHERAL MANAGER only can be ticked off for 1 workstation, should be disabled for the others workstations in the LAN.



User.

The GENERAL PURPOSE FIELD FOR USERS can be enabled if we want an additional field to appear in the user detail window . This field can be used to insert some special information or number, for example , the passport number.

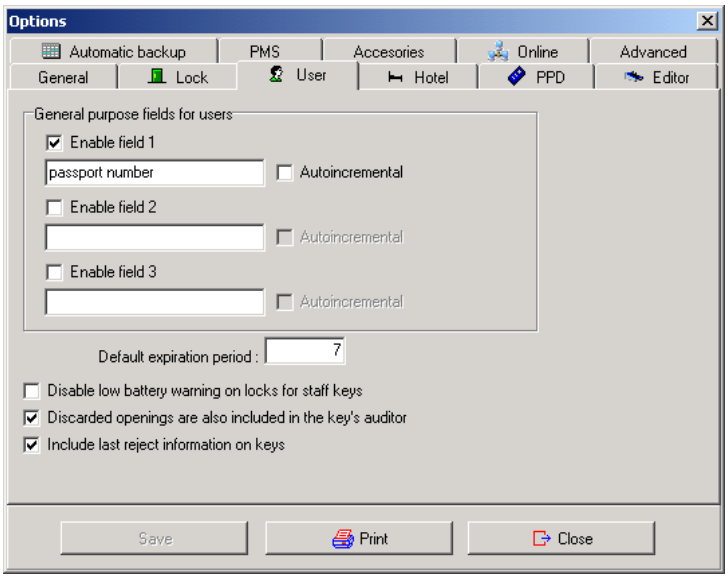
The check box AUTOINCREMENTAL should be marked if we want the number to increase automatically when creating a new user.

- The DEFAULT EXPIRATION PERIOD is the expiration time given to the users , by default, in the user detail window. This time is shown in days.

- The check box DISABLE LOW BATTERY WARNING TO THE USER can be marked if we want the locks not to give this acoustic warning , because we can be informed about this through the “on key” audit trail.

- The check box REJECTED OPENINGS ARE ALSO INCLUDED IN THE KEY´S AUDITOR. Can be used to obtain an “on key audit trail” , but not only for the door openings but also the denied access attempts.

- The check box INCLUDE LAST REJECT INFORMATION ON KEYS can be enabled if we want to know why a given key cannot open a door. You can read the last reject information by reading the key and clicking the CONTENT button.



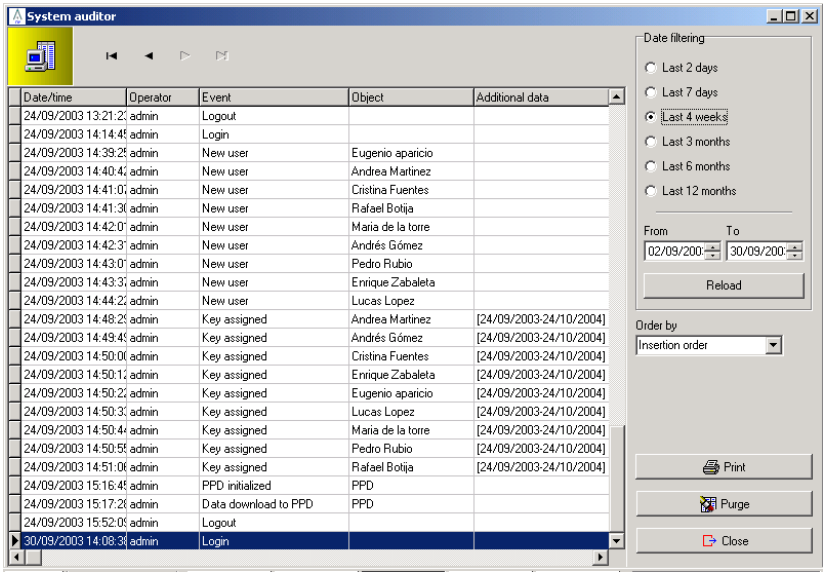
More useful tools.

AUDITOR

- If you select the AUDITOR option in the pop-up menu TOOLS, a window like the following will be shown. Here, all the operations made by every operator will appear in chronological order. You can choose to view the list in order of operators, operations, etc…

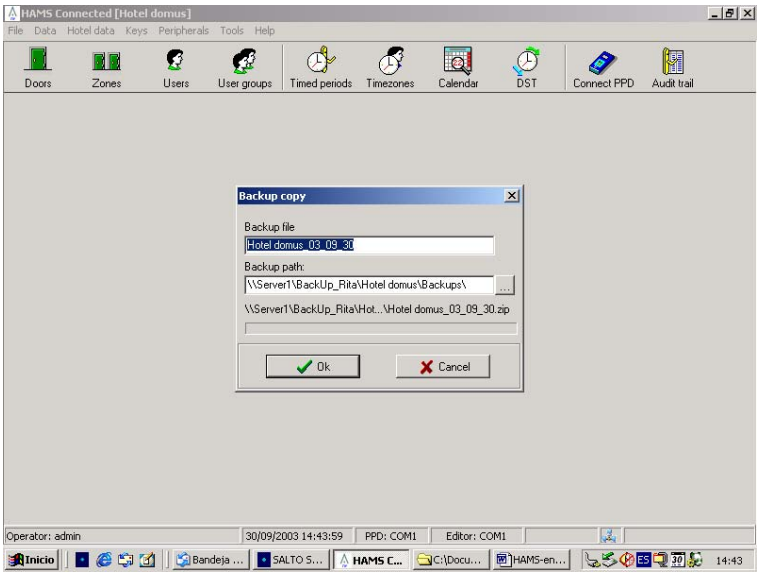
- If you want to have a print out of all of this information, just press the button PRINT. Make sure a printer is on line with your computer.

- If you want to clear this window, to get more available memory space, just press the PURGE button.



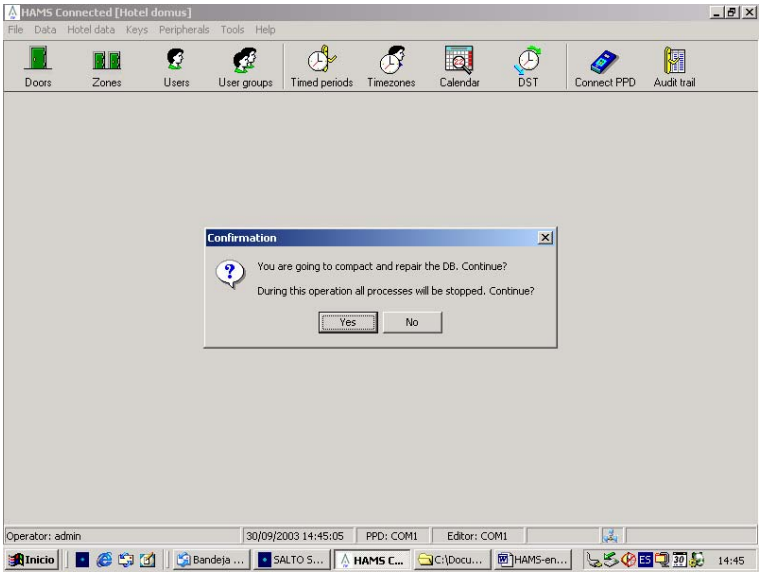
BACK UP

If you select the BACK UP option in the pop-up menu TOOLS, the program will make a back up copy of the data-base you are working with, and will save it by default in the same fólder where the original data-base was saved. It is advisable to make a backup of your system before any major access changes are made so that you can return to your initial set up, if at any time you have a computer crash or a virus. It is important to keep the back up in a support different from the hard disk, for example a floppy disk or a CD-rom.



COMPACT/REPAIR

This tool allows you to compact and repair the data base if it has been damaged for any reason. For example, a power supply failure while the HAMS software was operative.


HAMS Connected [Hotel domus]
File Data Hotel data Keys Peripherals Tools Help
Doors Zones Users User groups Timed periods Timezones Calendar DST Connect PPD Audit trail
Confirmation
You are going to compact and repair the DB. Continue?
During this operation all processes will be stopped. Continue?
Yes
No
Operator: admin
30/09/2003 14:45:05
PPD: COM1
Editor: COM1
Inicio
14:45

PERIPHERAL MENU

This menu has got 2 important options:

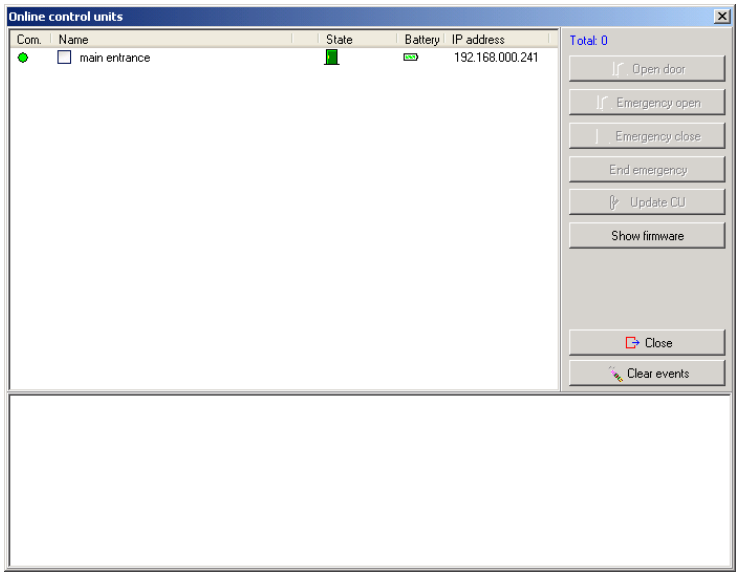
MONITORIZATION OF ON LINE CONTROL UNITS and PERIPHERAL LIST.

MONITORING ON LINE CONTROL UNITS

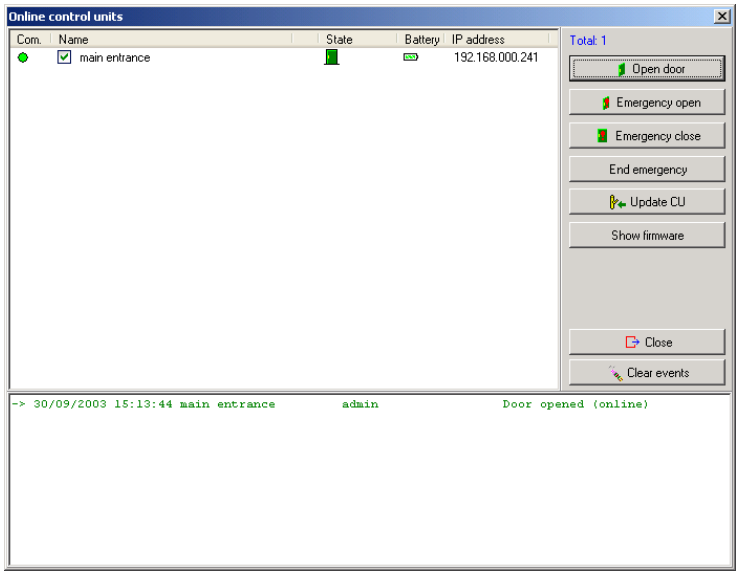
This window will allow us to control in real time, the on line control units status and make some special operations as setting emergency open mode or emergency close mode.

One of the best advantages of the on line control unit is that the black list is transmitted automatically to this door, by pressing the UPDATE CU button. (without needing to visit the door with a card just updated- carrying the black list for the cancelled user.)

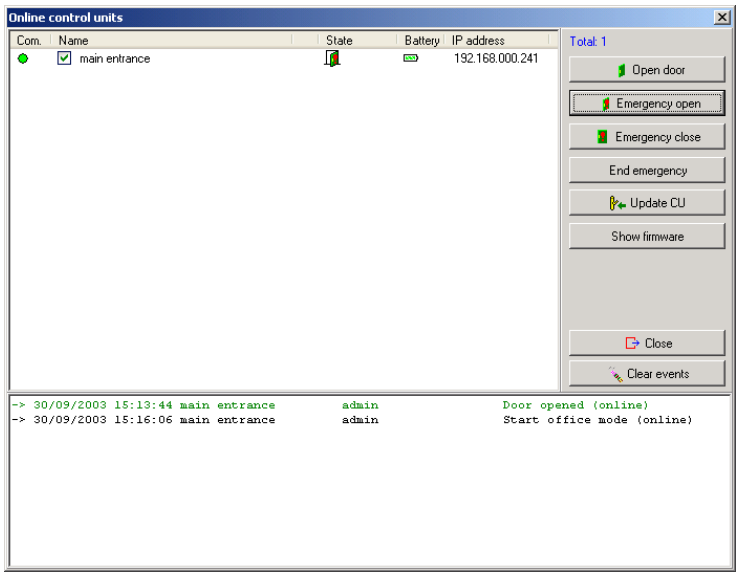
This black list will be transmitted in real time if we are working with the communication master computer. If we are working with another workstation , the black list can take several minutes to be transmitted to the On line control unit.



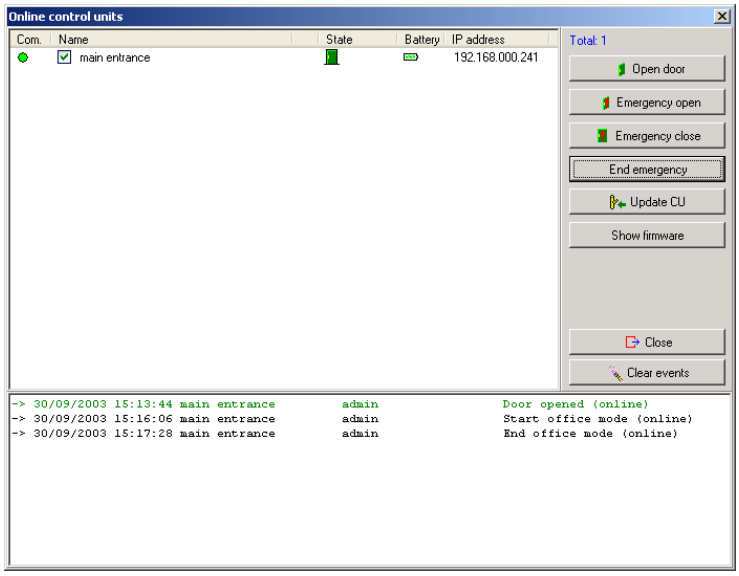
- Tick off the check box near the CU we are commanding to activate the software buttons.
- The OPEN DOOR button can be used to make a remote door opening , if the computer we are working with is the communication manager for peripherals.
- With the OPEN DOOR button we can open remotely several On line control units at the same time (the ones selected).



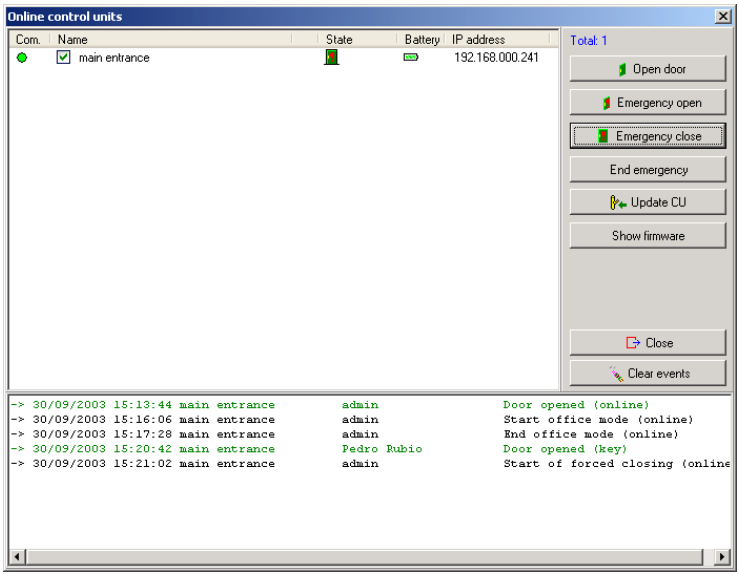
the EMERGENCY OPEN MODE can be activated if we want the door opened for some time, no matters who is entering at this time. This has nothing to do with the standard office mode , or automatic opening. To finish this special working mode , just click the END EMERGENCY button.



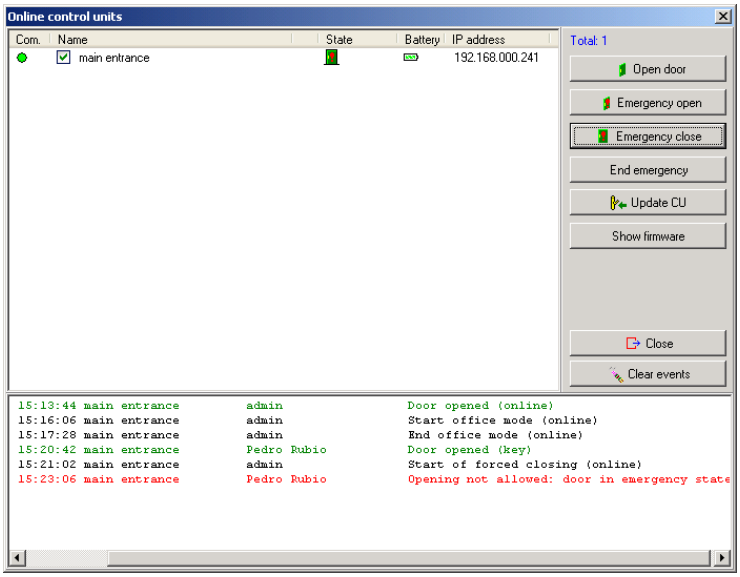
After clicking the END EMERGENCY button, the door will go back to its normal operation.



The EMERGENCY CLOSED MODE can be used if we want to maintain the door closed to any user or guest (no matters they are allowed users) for some time. As we have done with the EMERGENCY OPEN before , this EMERGENCY CLOSE MODE finishes by clicking the END EMERGENCY button.

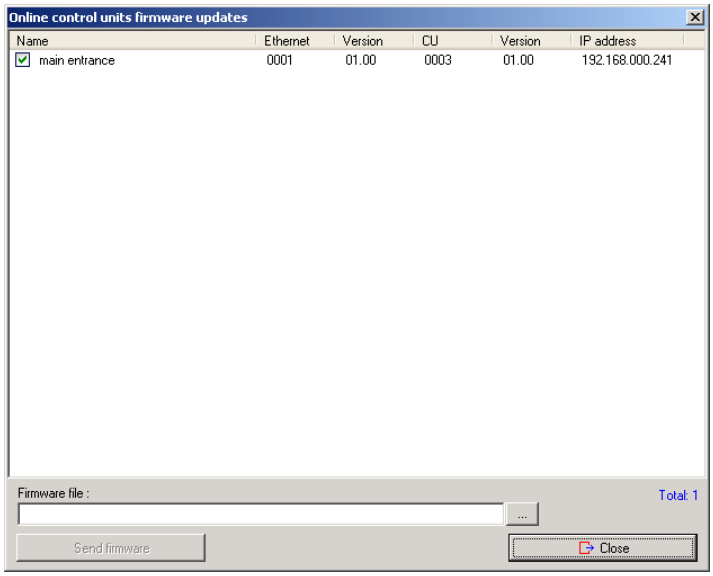


In the image on top , we can see how 1 allowed user may enter the door. But then, after setting the EMERGENCY CLOSED MODE (3 minutes later) Pedro Rubio is no longer able to enter , because of the emergency closed mode. (Image below).



- The UPDATE CU button can be used to transmit information to the control unit , when we have made a change in the data base , which implies this control unit to be updated.

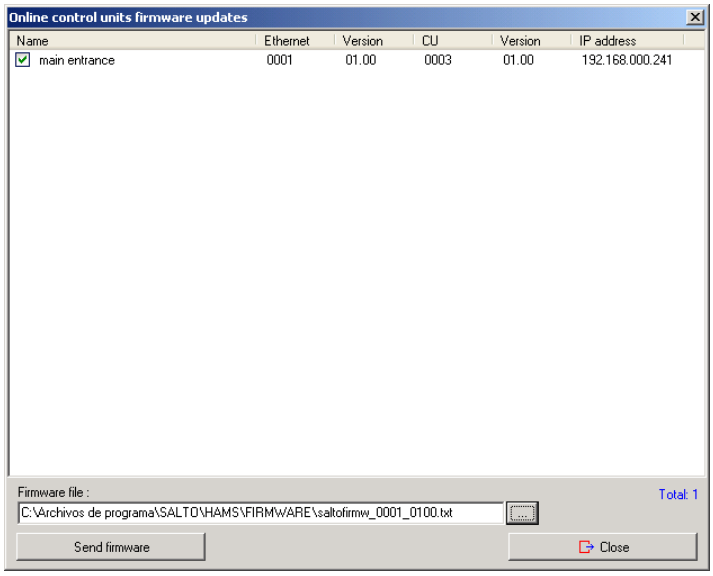
- The SHOW FIRMWARE button can be used to see the firmware version for this control unit.



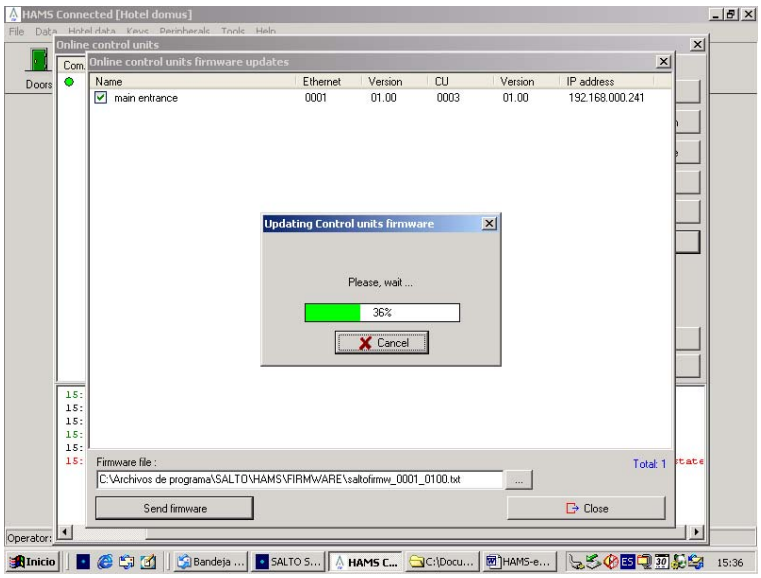
- A on line control unit is made from 2 elements, the ethernet board and the CU board. Ethernet board is shown as device 0001 and CU board is shown as device 0003. The firmware version for these elements has not got to be the same for both, mandatory.

- Sometimes, it may be necessary to update the firmware version , to provide the on line control unit with new features. Salto Systems will inform the customers when this operation is required. In order to download a new firmware in a on line control unit , follow these steps:

- Select the file where the new firmware file is kept , in your hard disk . You can do it by clicking the little button with 3 points at the right of the FIRMWARE FILE field.



In the example, the selected file has 2 numbers: the first means the device it is used for (ethernet board) and the second is the version for this firmware. Now you can click the SEND FIRMWARE button to transmit the firmware file.



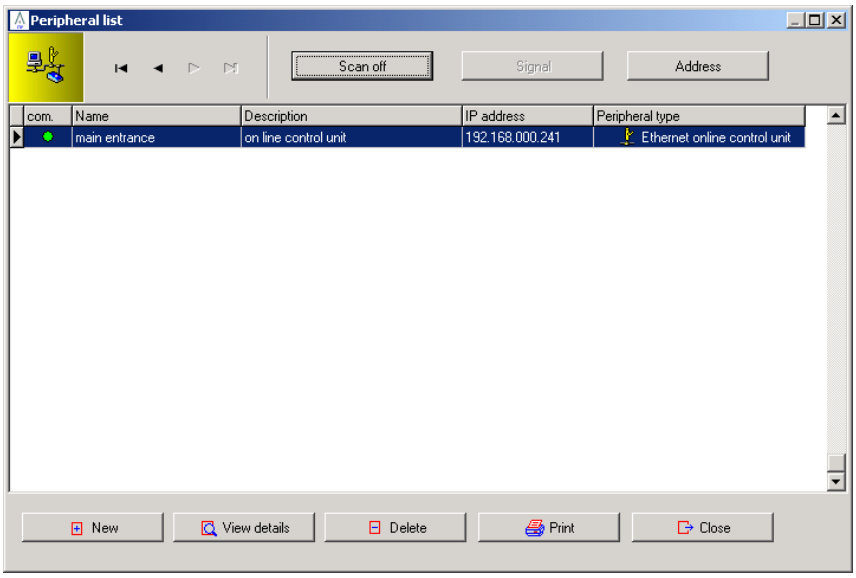
This operation will take several seconds . At the end of the transmission , you will get a confirmation message from the software , to assure the operation has been finished successfully.

It is possible to send the firmware file to several control units at the same time.

Then, you can repeat the procedure with the firware for device 0003, which is the CU control board. This firmware files will be supplied by Salto when necessary.

PERIPHERAL LIST

This list has 2 functions: creating On line devices such as On line wall readers and updaters , and assigning the IP address to these devices. In our example, the “main entrance” wall reader is already created , becausee we have created it as a door.

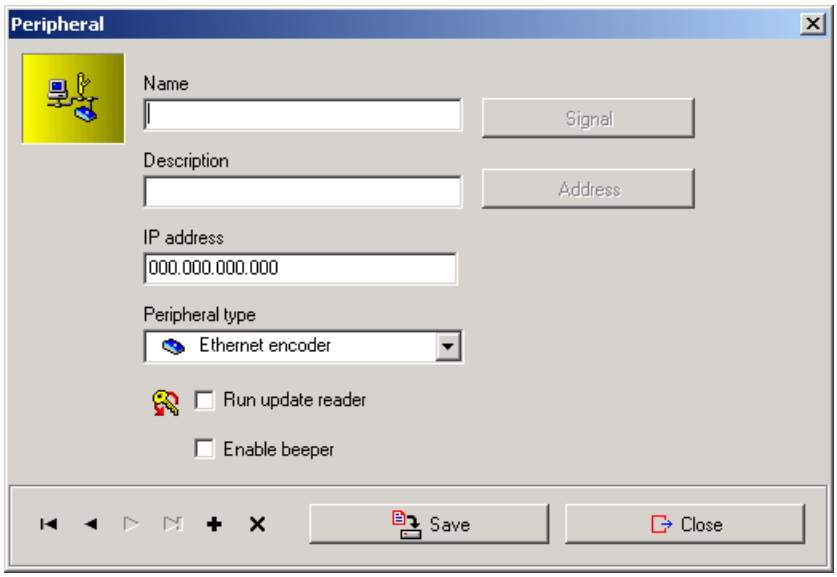


- The top buttons have the following functions:
- SCAN. Can be used for on line wall readers and updaters. It will inform the operator about the communication status for the On line device. A green icon means good communication, a red icon means that there is some problem.
- SIGNAL: this button can only be used for updaters, not for on line wall readers. It makes the updater to beep and

blink for a while, to locate it , if we are not sure about its phisical location.

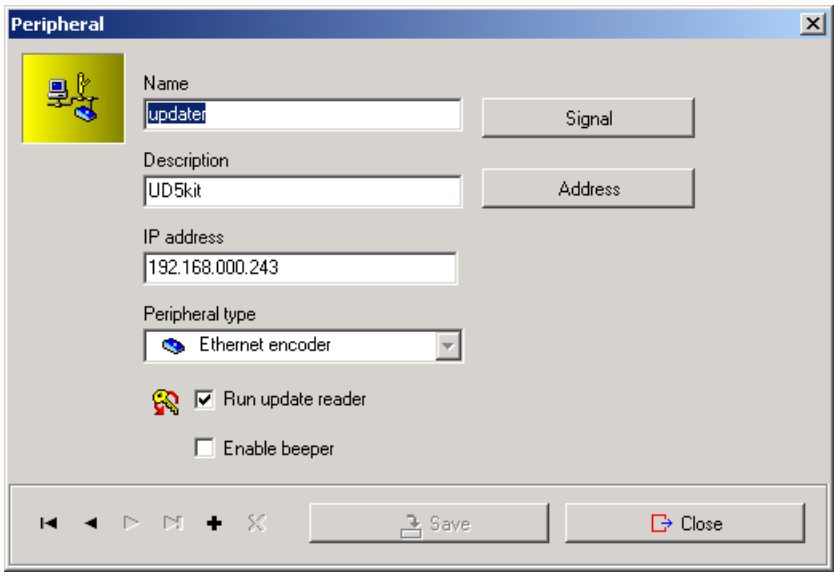
- ADDRESS: this button can be used for on line wall readers and up daters. After pressing the CLR button for some seconds , (while the green led is blinking) it is necessary to press the ADDRESS button , so the selected IP adress will be caught by the on line device. If we do not receive an error message, it is assumed that the IP address has been properly caught by the On line device.

- Always make sure that an IP address is free and available, when you are going to assign it to a On line device.



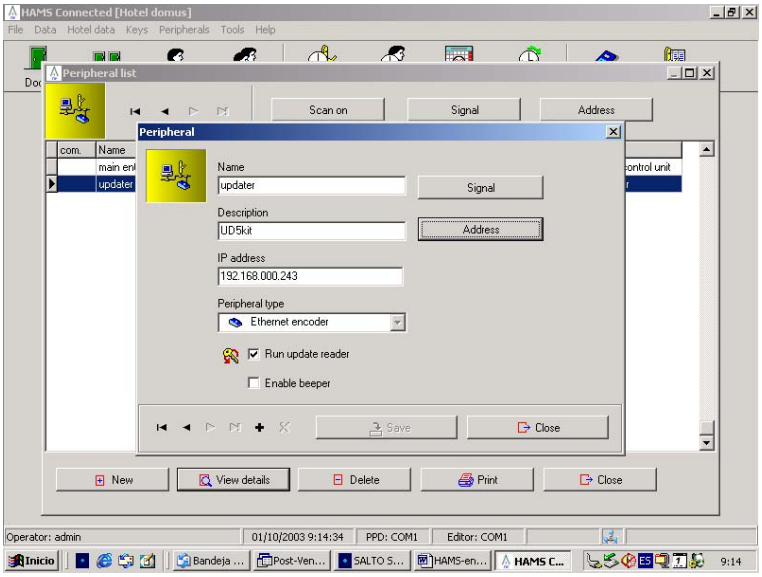
We are going to create an updater in our example. This operation can only be made if we are working with the peripheral master computer,(TOOLS/OPTIONS/ON LINE).

Let´s click the new button in the PERIPHERAL LIST and we can give a name to the device. Also it is necessary to write an IP address for it, and select between ETHERNET ENCODER and ON LINE CONTROL UNIT.



It is necessary to tick off the check box RUN UPDATE READER if we are creating an on line updater.

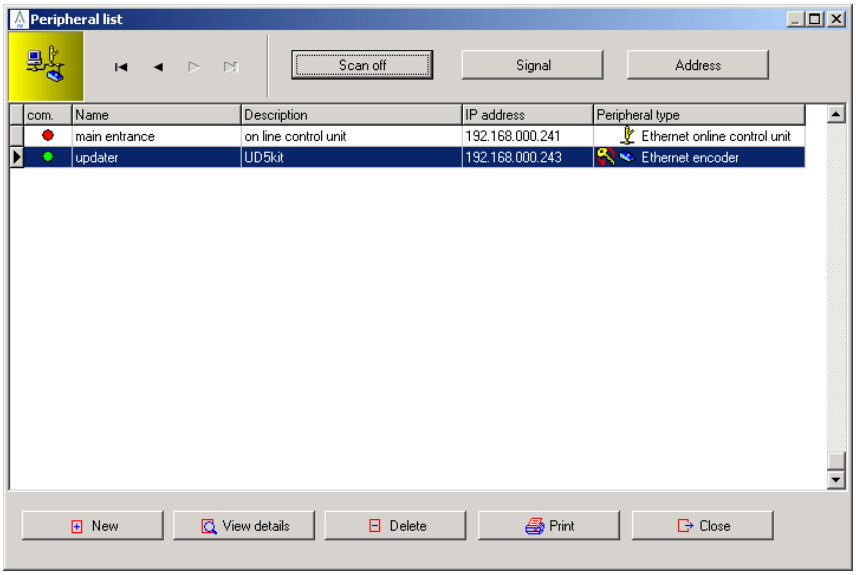
If we want the updater to beep while in operation, let´s tick off the ENABLE BEEPER check box also. Then, changes must be saved and we can assign the IP address to this device.



It is necessary to press the CLR button in the updater circuit for some seconds until the green LED starts blinking , and then, we must press the ADDRESS button in the software , and wait for some seconds. (as in the image on top). If we do not receive an error message , it is assumed that the updater has caught the IP address properly.

The updater will be working continuosly , and it will update any staff card which is inserted , giving it a new expiration time which is

the one shown in TOOLS/OPTIONS/USER. The updater will also transmit the black list regarding the cancelled user keys. The updater does not update guest cards, it updates staff cards.



All the updaters UD2kit, UD5kit and UD8kit are actually ethernet encoders for wall mounting.

5. Front desk operator

This last chapter of this manual accounts for main menu options that handle front desk operators. The main functions that they will be using are CHECK –IN and CHECK –OUT. That is to say, new guest card editing and hotel room status monitoring (occupied or free).

As has already been explained, if you begin login of the software with the user name *hotel*, the main menu screen will be displayed as shown below: (if the administrator has set a password, then it will be required to log in)

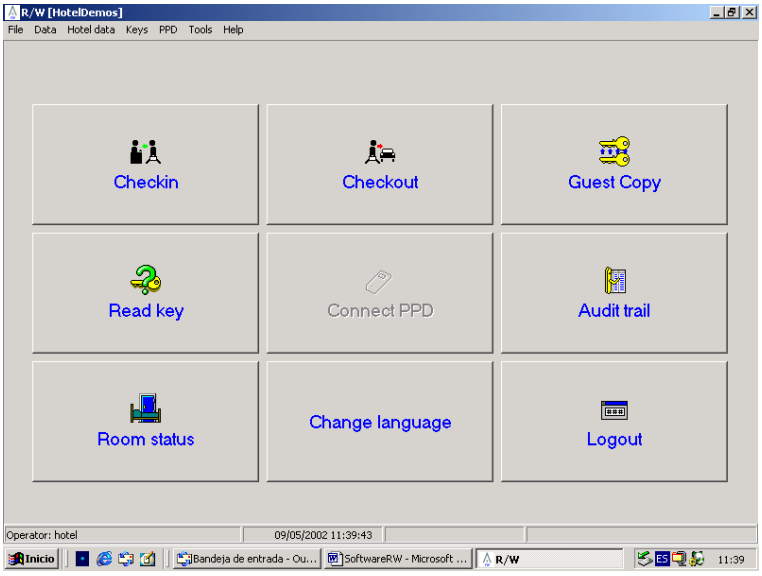


Figure 68

Check-in. New guest arrives.

CHECK IN menu option allows the operator to edit cards for new guests who want a room. Click on the CHECK IN button from front desk menu, and a window like the following will display:

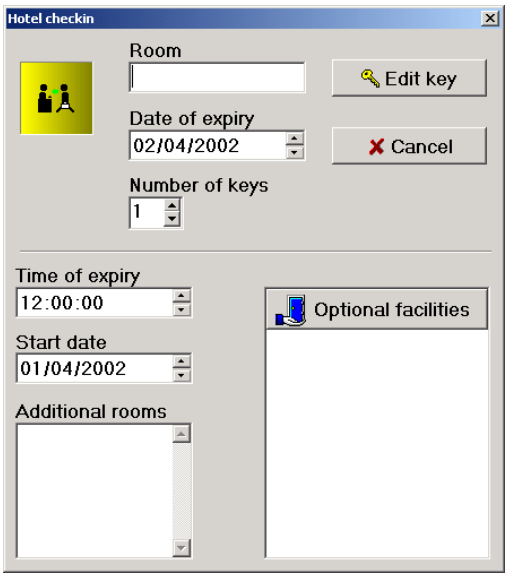


Figure 69

In the ROOM field you will have to type the room number assigned to the guest. Should the operator fail to remember which rooms are empty, press the F2 key of your keyboard to view available room list or click on the Room Status button.

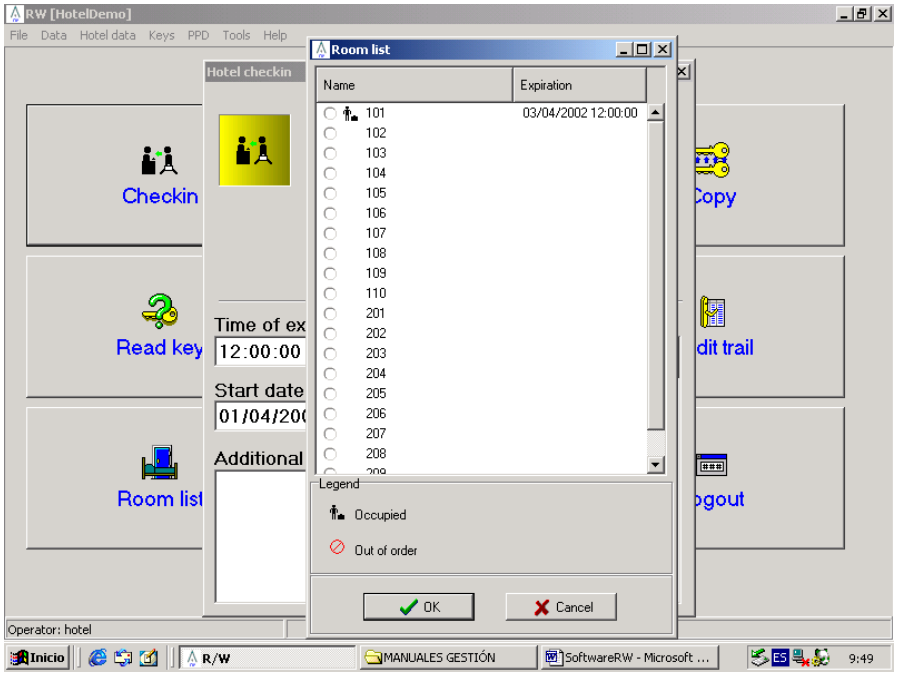


Figure 70

In the previous example, there is full room availability, 101 excluded (that is marked by an icon of a guest with his luggage). You may type any room number except for room 101. As default value,

the system assigns a 24 hour validity period to the guest card. If the operator wants to grant the guest a higher period, he must click on the day, month or year (from the EXPIRATION DATE) and increase these values using the small scroll arrows.

- You can edit more than one card for each room. The room may have two occupants and, therefore, each of them needs a card. To accomplish this task, increase the KEY NUMBER field value.

- The START DATE field is usually filled with actual date. If you put this date value up, you can edit a card in advance, for those guests whose arrival is due tomorrow, or some days after.

- The ADDITIONAL ROOMS field is used to type those additional rooms the guest will be granted access to. Let us suppose that a married couple stays in a room, and their children in a different one. It is natural that parents want to have access to their childrens room (besides their own).

- The OPTIONAL FACILITIES field is used to decide whether a guest is going to have access to guest common door zones, in this instance SWIMMING POOL AND CASINO. If any of these zones are marked with a cross, the guest will be granted access to them.

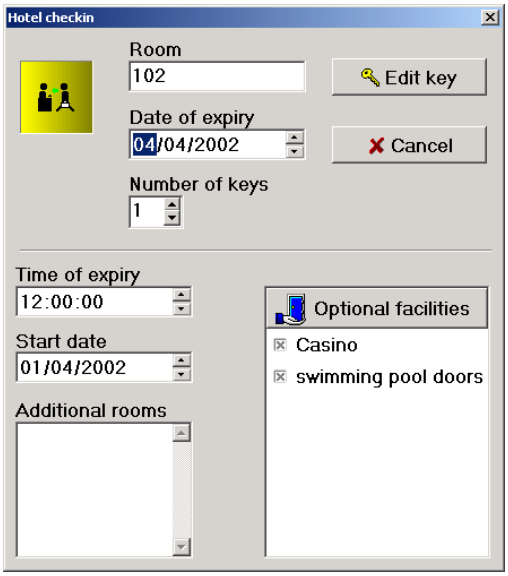
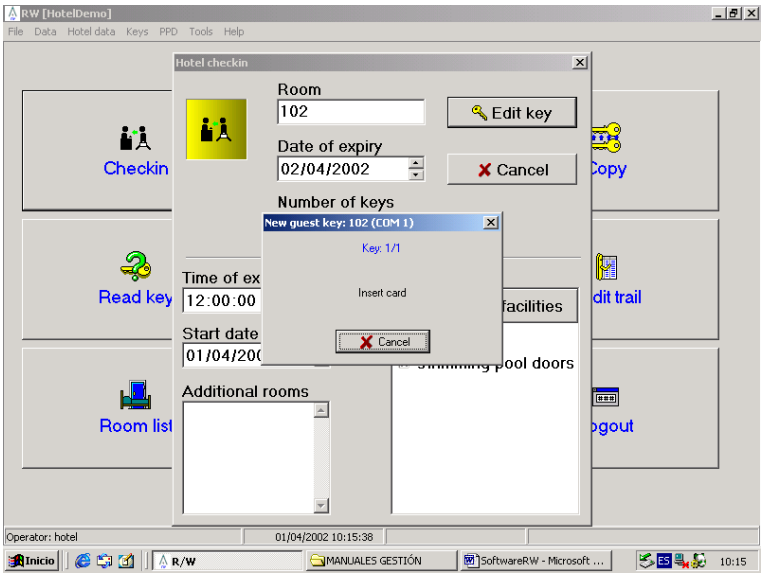


Figure 71

Review the information you just typed on this window before clicking on the EDIT KEY button. To do that, the ENCODER must be connected to serial port.



The system will prompt an Insert card window requesting you to insert a card into the ENCODER. You will take it out and hand it to the respective guest. From the first usage of this card in the lock of room 102, any previous 102 room cards will be cancelled (excluding hotel personnel/Users cards)

Check-out. Guest departures.

When a guest checks out in advance of his due check-out date (leaves early), we have to inform the system that the room is available. You just have to click on the CHECK OUT button from the front desk main menu. A window like this will be displayed:

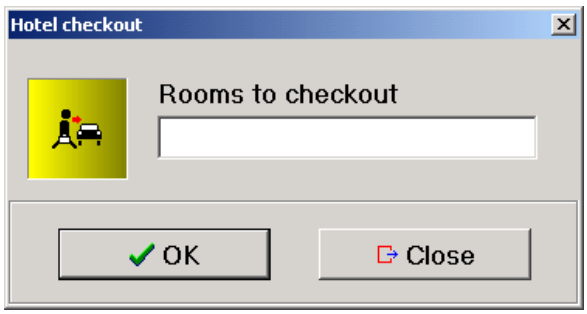


Figure 72

Type the number of the room that becomes empty and, then, validate it with OK key.

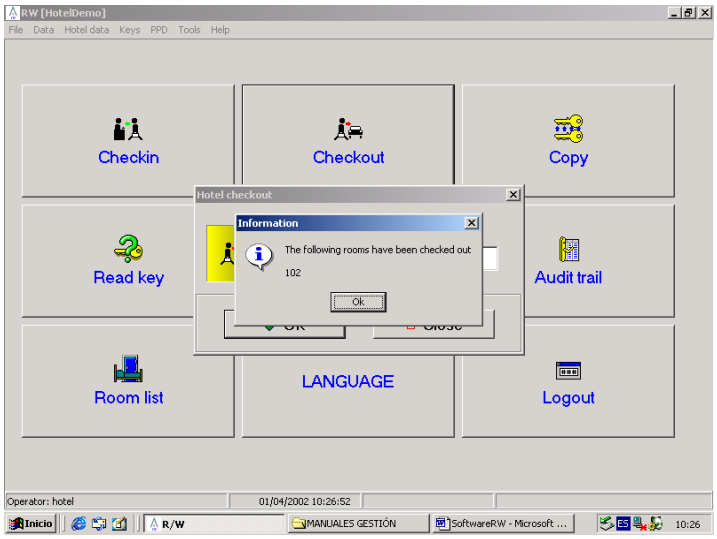


Figure 73

The system confirms the rooms that have been checked out, and we accept it by clicking on the OK key.

Copying hotel guest keys.

It may be the case that during a guest´s stay, they request additional keys, ie for a room occupied by two or more guests. You create additional keys you have just to click on the COPY KEY button in the front desk main menu and type the room number we want to make a key copy of. The copy key will include all of the other access features of the original key.

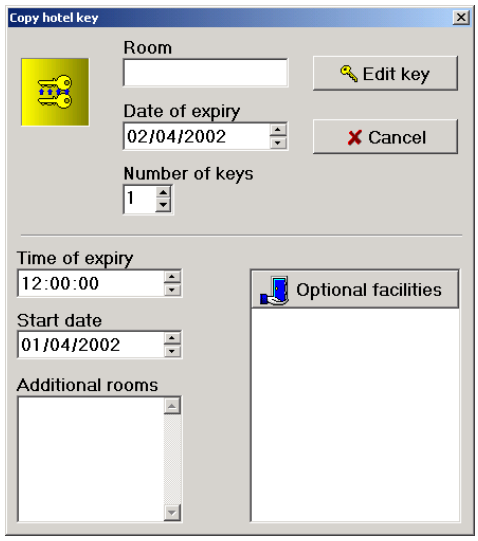


Figure 74

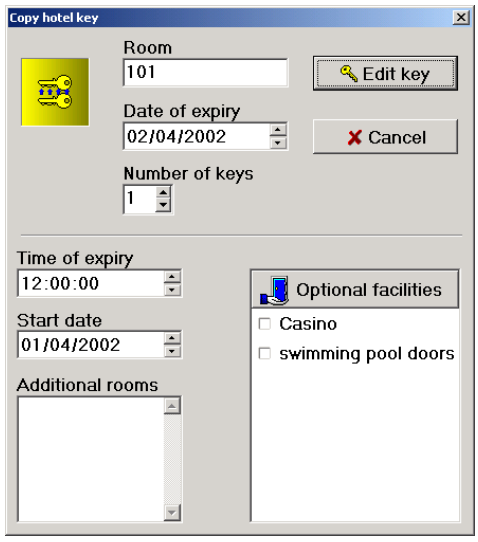


Figure 75

Click on the EDIT KEY button and the system will ask you to insert the card into the ENCODER. As soon as the card editing process is completed, hand it to the guest.

Reading keys.

Sometimes, we may find a card whose owner is unknown. To find out who it belongs to, click on the READ KEY button from the front desk main menu. The system will then ask you to insert the unknown key into the ENCODER.

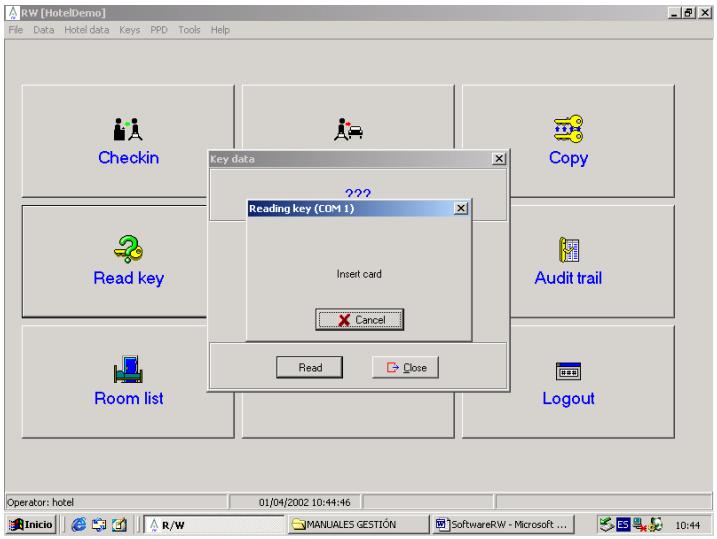


Figure 76

As soon as you insert the key, a key data window will be displayed, providing key owner data.

Figure 77

In the example above, we see that the key belongs to a hotel manager and we can also view its validity and expiration dates.

Should you want to read any further keys, click on the READ button.

On this window you will notice that there is a useful readout of the memory usage of the key. This should be used to see if the system information is growing to the point where larger memory keys (2K smart cards) should be used.

PPD connection. Portable programmer.

You may need to connect PPD to your computer in order to carry out an emergency opening, for example. This may be necessary if a door electronic lock runs out of battery.

To perform an emergency opening, follow the steps explained below. Then, click on the PPD menu option from the front desk main menu (Ensure that the PPD is connected to your computer serial port)

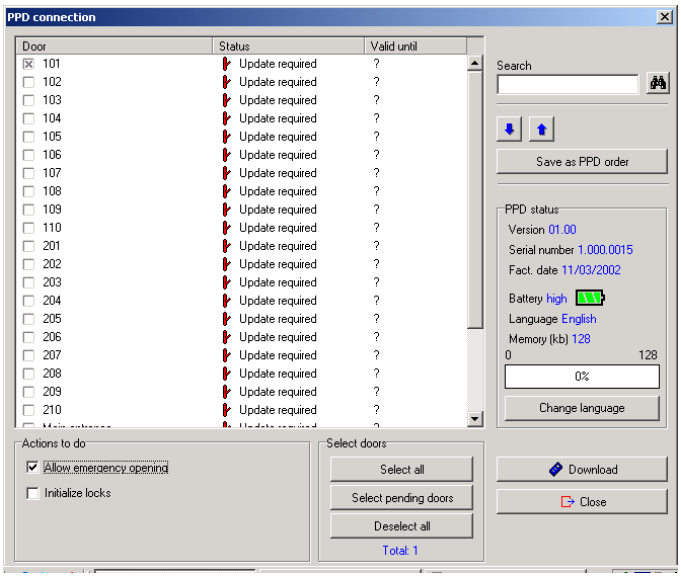


Figure 78

On the lower left-hand side corner we find a box called *ACTIONS TO DO.* In this box, tick off ALLOW EMERGENCY OPENING option. Put a croos on the door from the door list you want to open in this mode, and then, click on the DOWNLOAD button to transfer data on to the PPD.

- Data transfer will last a few seconds. Whn the progress bar reaches al 100%, disconnect the PPD from the serial cable and go to the door that requires an emergency opening.

- Turn the PPD on, clicking once on the red key, and choose EMERGENCY OPENING menu option. Use the scroll arrows provided to browse through the menu options.

- Click on the green key to validate you choice. PPD display will prompt you this message window: CONNECT TO LOCK.

- Connect PPD to the lock using a communication cable equipped with a special card on its end. Insert this card on the slot so that the conductors point towards chip side.

- You will hear the lock engine sound, and in a few seconds, the door will be ready to be opened and the PPD display will prompt you this message window: DOOR OPEN, ROOM NUMBER.

We recommend you to replace lock batteries of the newly opened door immediately. Salto locks are equipped with 3 alkaline batteries, LR03 AAA, 1,5 V model.

After battery replacement, you must update the electronic lock with PPD, since when running out of batteries, the internal clock stops and time zones and calendars settings are lost. In order to learn how to perform a PPD update, refer to the PPD Smart User´s Manual that you will find included in the RW software CD-ROM.

Audit Trail. Collecting door opening data.

It is possible to know who has opened a hotel door and at what time, by performing an audit trail on our facilities doors. To audit a door, follow the following procedure (only if it is an off line door):

- Take PPD and go to the door to be audited. Turn PPD on clicking once on the red key and browse the COLLECT OPENINGS menu option.

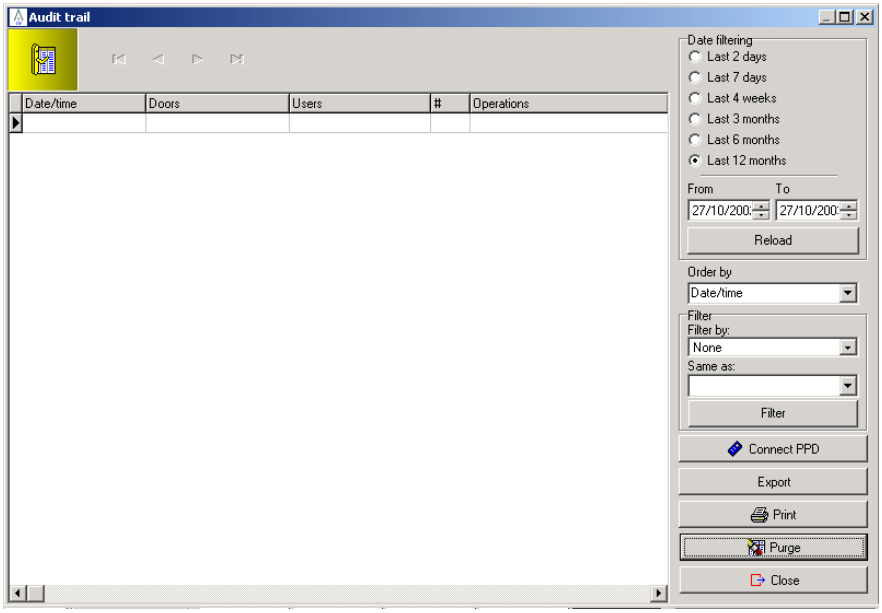
- Press the green key to validate the choice, and PPD will prompt you a CONNECT TO LOCK message.

- Connect PPD to lock using a communicattion cable which ends on a special card and you will see data transfer in progress.

- Go back to the computer and connect the PPD to the serial port.

- If you get the CONNECT TO LOCK message on PPD display, press the red key to upgrade one menu level. If you fail to do so, you will not be able to communicate with your computer.

- Click on the AUDIT TRAIL option from the front desk menu. A window like the one below will be displayed:



Now, click on the CONNECT PPD button in the application active window. The data collected with PPD will be shown in the window. SORT BY button may help you to view data according to the most convenient criterion, by date, by user, by door, etc.

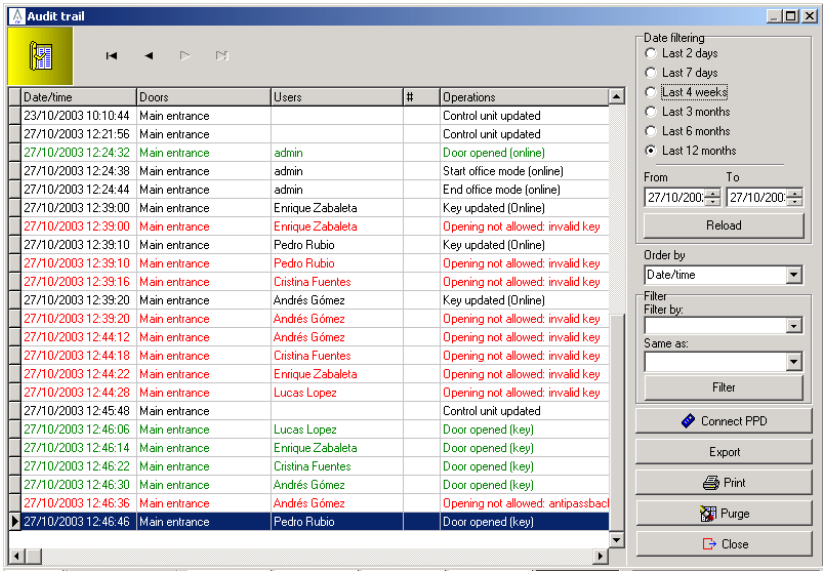
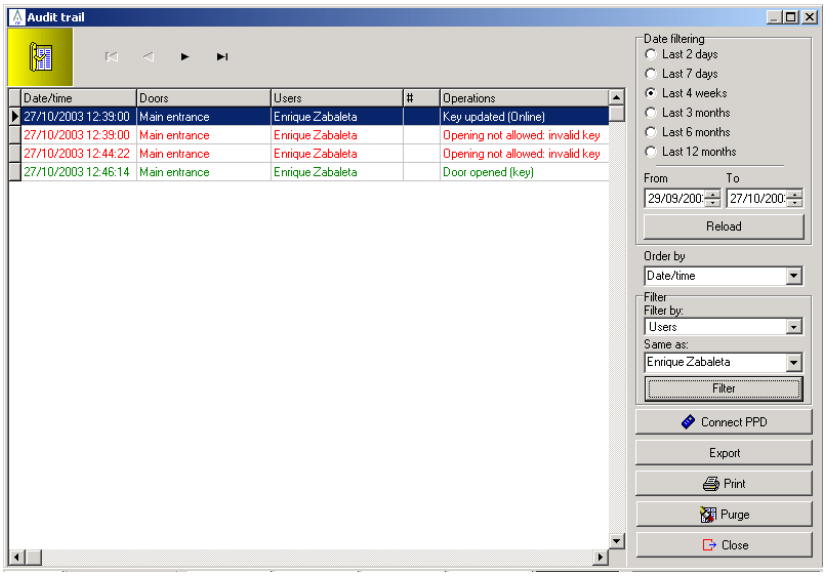

Audit trail
Date/time
Doors
Users
#
Operations
23/10/2003 10:10:44 Main entrance Control unit updated
27/10/2003 12:21:56 Main entrance Control unit updated
27/10/2003 12:24:32 Main entrance admin Door opened (online)
27/10/2003 12:24:38 Main entrance admin Start office mode (online)
27/10/2003 12:24:44 Main entrance admin End office mode (online)
27/10/2003 12:39:00 Main entrance Enrique Zabaleta Key updated (Online)
27/10/2003 12:39:00 Main entrance Enrique Zabaleta Opening not allowed: invalid key
27/10/2003 12:39:10 Main entrance Pedro Rubio Key updated (Online)
27/10/2003 12:39:10 Main entrance Pedro Rubio Opening not allowed: invalid key
27/10/2003 12:39:16 Main entrance Cristina Fuentes Opening not allowed: invalid key
27/10/2003 12:39:20 Main entrance Andrés Gómez Key updated (Online)
27/10/2003 12:39:20 Main entrance Andrés Gómez Opening not allowed: invalid key
27/10/2003 12:44:12 Main entrance Andrés Gómez Opening not allowed: invalid key
27/10/2003 12:44:18 Main entrance Cristina Fuentes Opening not allowed: invalid key
27/10/2003 12:44:22 Main entrance Enrique Zabaleta Opening not allowed: invalid key
27/10/2003 12:44:28 Main entrance Lucas Lopez Opening not allowed: invalid key
27/10/2003 12:45:48 Main entrance Control unit updated
27/10/2003 12:46:06 Main entrance Lucas Lopez Door opened (key)
27/10/2003 12:46:14 Main entrance Enrique Zabaleta Door opened (key)
27/10/2003 12:46:22 Main entrance Cristina Fuentes Door opened (key)
27/10/2003 12:46:30 Main entrance Andrés Gómez Door opened (key)
27/10/2003 12:46:36 Main entrance Andrés Gómez Opening not allowed: antipassbac
27/10/2003 12:46:46 Main entrance Pedro Rubio Door opened (key)
Date filtering
Last 2 days
Last 7 days
Last 4 weeks
Last 3 months
Last 6 months
Last 12 months
From
To
27/10/200
27/10/200
Reload
Order by
Date/time
Filter
Filter by:
Same as:
Filter
Connect PPD
Export
Print
Purge
Close

Figure 79

The FILTER box allows you to view the audit trail regarding only to a particular user, door, operator … You will have to select the user, door, operator… particular item in the field SAME AS.

In the image below, we only want to view the movements of user *ENRIQUE ZABALETA.*



- Failed opening attempts (on the part of those guests who mistake their room or hotel personnel who do not have access to that room) will be shown in red.

- If you want to turn the text in this window into a text file, just press the EXPORT button and you will be able to choose the folder to where you want to save this file.

- If you want to have all this information printed on paper, just press the PRINT button and you will have the AUDIT TRAIL printed out. Make sure a printer is connected to your computer.

- It is recommended, from time to time, to purge the AUDIT TRAIL window because the audit trail data will increasingly occupy more computer memory. In order to do this, just press the PURGE button.

Hotel rooms status.

As it has been previously detailed, you can view the room list by pressing F2 key on your keyboard. This list can also be viewed by clicking on the ROOM STATUS key from the front desk menu. This list shows room status as either available or occupied.

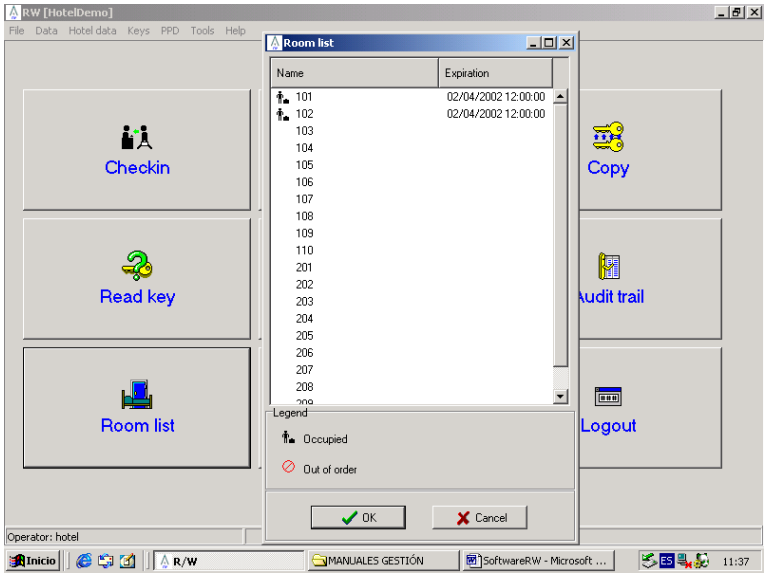


Figure 80

Click on the OK key when finished.

Language. Language change.

As default language, Salto RW software for access control has English, although you may modify it clicking on the LANGUAGES key from the front desk main menu, and choosing another amongst those in the list.

Log-out. Change operator.

When the administrator wants to make use of the access control application, he has only to click on the LOG OUT key from the front desk menu to get the login window again.

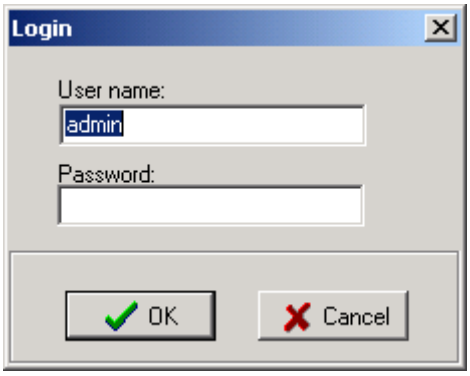


Figure 81

The administrator can then type in their password (if it was set on the TOOLS/OPERATORS AND PERMISSIONS option), and click on the OK button to enter the program with administrator privileges.

6.Salto PMS interface Configuration

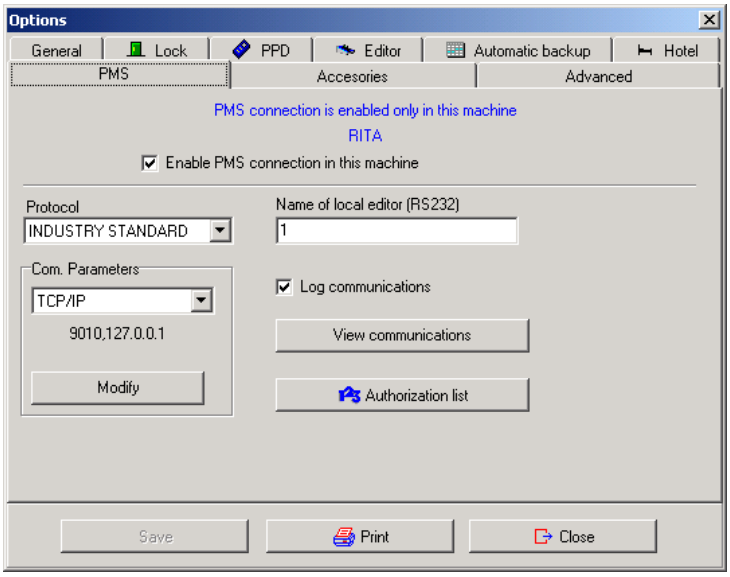
Introduction

PMS means “Property Management System” and it is the name commonly given to software used by hotels to make reservations, invoices, etc...

Some PMS software can also issue guest cards. Therefore, if you want to set up the SALTO software to work with your PMS software it is necessary to make a link between them. The PMS software will then be able to request guest cards for programming at check in, following the conditions stated in the Hams data base.

Configuration

In order to configure PMS parameters, a tab has been included in the '*Options*' window (*Tools\Options*), as shown in the following picture:



The following provides a description for each of the controls in the window:

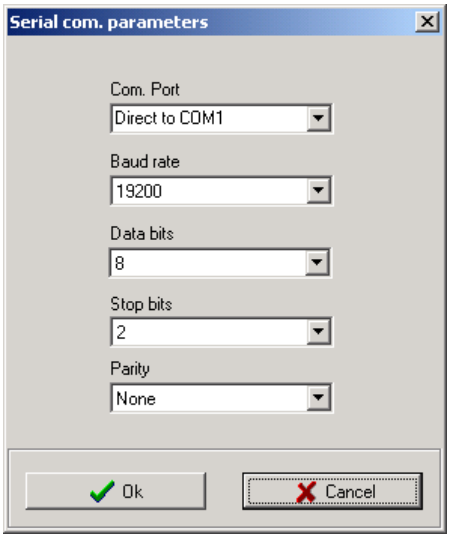
- **'Enable PMS connection in this machine'**: this indicates whether communication with the PMS is enabled or not in the current machine. If no tick exists in this control, then the current machine is not used for PMS connection. If however, this checkbox is checked, then the current machine becomes a key server and processes any incoming request from the PMS software.

- IMPORTANT: note that in a multi-user environment, where more than one copy of the HAMS software can be running in different workstations (all of them from the same DB), only one of the workstations must be configured as the key server for the PMS software. Otherwise connection problems could arise.

- **'Protocol'**: this option box shows a list of all the protocols the HAMS software is able to work with. So far, two protocols are available: Micros-Fidelio and industry standard. The operator must select one from the list to enable the appropriate protocol. If you have doubts about the protocol followed by your PMS software, consult your PMS administrator.

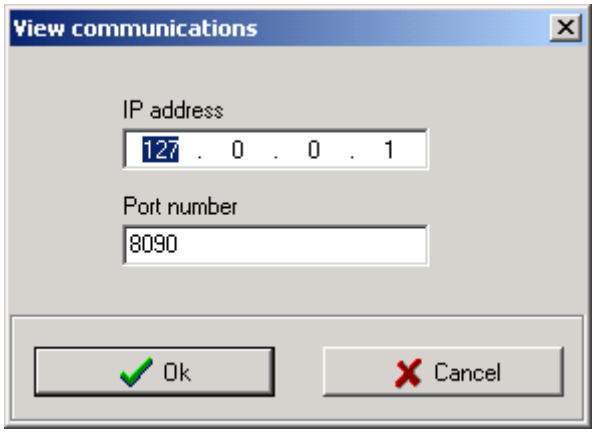
- **'Com. parameters'**: here, the operator can select the communication port to which the PMS will be connected. There are two available ports: serial link and tcp/ip.

- **'Modify'**: this button enables communication parameters (for the selected port) to be modified as desired. If serial link is selected, then the operator can modify the serial parameters, such as comm. port number (COM1, COM2), baud rate, etc. If tcp/ip is selected, then the operator must provide the IP address and port number (or service) of the PMS.



- SERIAL COMM. PARAMETERS: If the communication between the computer where HAMS is working and the computer where the PMS software is working is made through a serial link, it is important that the parameters are set the same in both softwares. So, if you have selected 19200 as baud rate, you have to make sure that the PMS administrator selects the same speed for the PMS serial link configuration. The same applies to the number of data-bits, stop bits and parity.

- ETHERNET PARAMETERS: If the communication will be through an ethernet link we need to set up this window. In order to configure this window though, you have to check whether the PMS software and SALTO HAMS software are both running on the same hard disk or whether they are on different computers.



- PMS AND HAMS ON THE SAME HARD DISK: in this case, you can use the following IP address which means “communication with the same Ethernet device”: 127.0.0.1 and the port can be 5010 , for example.

- PMS AND HAMS IN DIFFERENT COMPUTERS: in this case, you have to enter the IP address that belongs to the computer where the PMS software is working. It is also normally necessary to check that the PMS administrator is using the IP address that belongs to the computer where HAMS is working. The port can be 5010 or any other higher number. The important thing is that the number is the same in the HAMS configuration as in the PMS configuration.

- **Name of local editor (RS-232):** The PMS software can request keys to be issued in any ethernet connected encoder. In addition, the PMS can also issue keys in the serial encoder that is connected to the same workstation as the PMS. This setting contains the number that will be

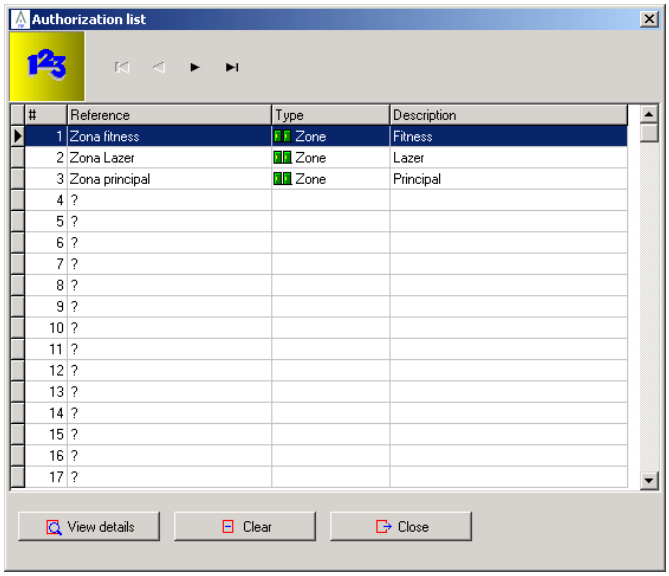
assigned to the serial encoder and that must be used by the PMS to address it.

- **'Log communications'**: when this checkbox is enabled, then all communication data from or to the PMS software is stored as a text file named 'PMS.TXT'. This is useful for debug purposes. The PMS.txt file will be located at C:\program files\Salto\Hams, in the same folder where the HAMS.exe file resides.

- **'View comm.'**: this is another tool for debugging communications between the PMS software and the SALTO software. When clicked, this button will create a window that shows, in real time, all the input/output data to and from the PMS software.

- **"Authorization list"**: This tool is used to assign an authorization number to every optional zone in the hotel accessed by the guests. The PMS software will need these authorization numbers to give additional access to a guest when making a check-in on the Ethernet encoder (not only zones but also the possibility of them using safes and energy saving devices).

- These authorization numbers have to be agreed with the PMS administrator, so that if we are giving number 1 to the FITNESS zone (for example), the PMS administrator should be also giving number 1 to FITNESS zone in the PMS software. This makes sure access to these zones is included in the PMS.



Once the PMS connection has been appropriately configured, the status bar in the main window will show the status of the PMS connection. If the cell is empty, it means that the PMS connection is not enabled; if the cell contains a question mark ('?'), then it means that the PMS communication port could not be opened. If the cell contains the message “tcp/ip” , the communication is OK if we are working with Fidelio protocol.

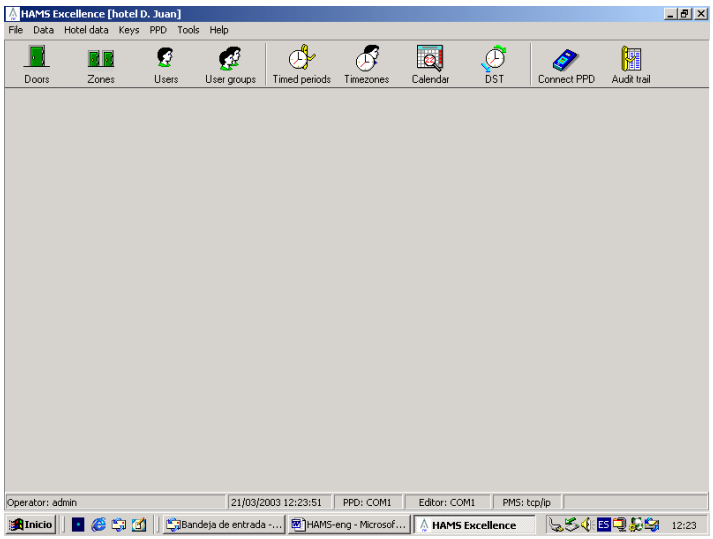
If we are working with Industry Standard protocol , it will be also necessary to check the LOG file to assure the proper communication between both programs.

In summary, to configure the SALTO software for TCP/IP connection, the following steps must be taken:

- PMS enabled in this machine: ON;
- Select type of protocol.
- Select TCP/IP as communication transport.
- Specify the IP address of the PMS and a port number. Make sure the PMS is configured with the same port number.

For serial link connection:

- PMS enabled in this machine: ON;
- Select type of protocol.
- Select RS-232 as communication transport.
- Select the appropriate com. parameters.



Configuration of ethernet encoders

VERY IMPORTANT:

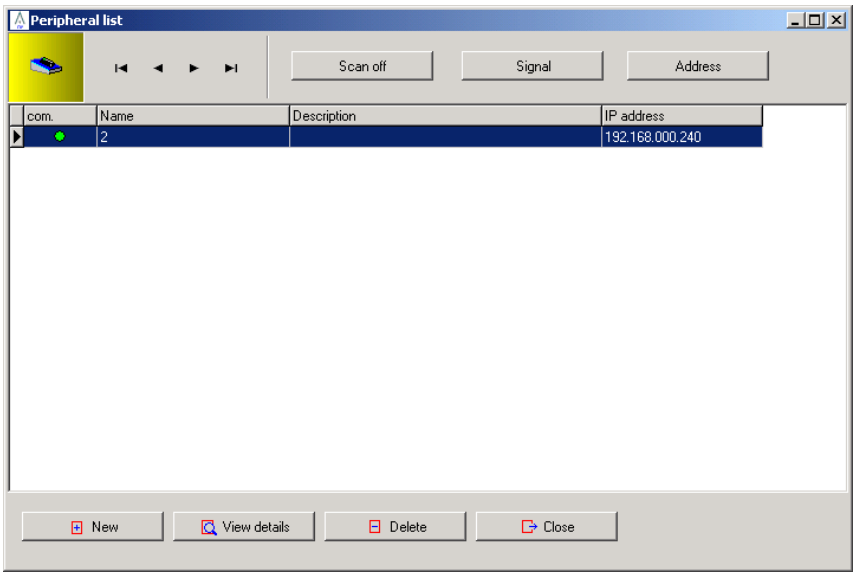
ETHERNET ENCODERS CAN ONLY BE USED IN A PMS ENVIRONMENT. THE SALTO SOFTWARE ALONE, WITHOUT PMS, WILL NOT FUNCTION WITH ETHERNET ENCODERS. IN THIS CASE YOU NEED TO USE STANDARD RS232 ENCODERS.

ETHERNET ENCODERS ARE ONLY USED FOR ENCODING GUEST CARDS. A "BACK OFFICE" RS 232 ENCODER WILL ALWAYS BE NEEDED TO ENCODE STAFF CARDS.

To configure ethernet encoders, the peripheral list window must be opened (*tools*|*peripheral list*). This window contains a list of all the peripherals set up for the installation.

Two fundamental parameters are required for each encoder: an indentity number and an IP address. For the ID number, it is advisable to start from #2 since number one (#1) is normally assigned to the local serial encoder. As for the IP address, you need to obtain them from the administrator of the network. You need to make sure that the IP address is a valid one that is not already in use by any other device. IP address conflicts may lead to communication problems.

Ethernet encoder configuration can be carried out by opening the *Peripheral List* window (*Tools*|*Peripheral list*) as shown in the following picture;



As usual, the buttons at the bottom of the window can be used for adding, removing and editing peripheral parameters.

On the top of the window, the following buttons can be found:

- **SCAN ON/OFF:** when clicking this button, the application will check whether all peripherals in the list are connected to the machine: a green icon indicates that the corresponding peripheral is communicating whereas a red icon represents no communication.

- **SIGNAL:** this function is provided for making the LED of a particular peripheral blink and beep for a while. In this way, we can identify the location of the peripheral as well as whether the communication is OK.

- **ADDRESS:** this function is used for giving a new IP address to a peripheral. Firstly, we must press the button on the back of the encoder so that the green led starts blinking. Then, we must select a peripheral from the list and click the 'ADDRESS' button. If no error message is shown, then it is assumed that the peripheral contains the new IP address. Use 'SIGNAL' or 'SCAN ON/OFF' to check communication.